



## **Privacy Statement The Old School Henstead (including Early years Foundation Stage and the PTFA)**

This privacy statement, together with the Old School Henstead's Data Protection Policy (available on our website) describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR). The Old School Henstead is committed to protecting the privacy and security of your personal information.

The purpose of this statement is to provide guidance on how the Old School Henstead will collect, retain and process personal data of interested parties, and how to request access to your personal data.

### **1. COLLECTION OF PERSONAL DATA**

The Old School Henstead is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this notice at any time.

#### **The categories of information that The Old School Henstead collects, holds and shares in a contacts database of 'interested parties', may include:**

Personal information such as name and contact details (address, e-mail address and telephone).

Attendance information (dates that alumni or former staff were at the school).

Where provided, information on careers and employment.

Interested parties are mainly alumni but include former members of the Board of Governors and some former staff members.

#### **We use this data for the following purposes:**

Promoting closer links between The Old School Henstead and interested parties.

Keeping in contact with former pupils and staff.

Notifying members of events and organising reunions.

Marketing for the The Old School Henstead.

Fundraising for The Old School Henstead.

As part of the provision of education, we seek to maintain and build up links with former pupils, to track their careers and successes, to keep them involved with the school and to provide support for the school.

Contact details will only be added to the Contacts Database with the explicit consent of the interested party.

## **2. RETENTION OF PERSONAL DATA**

Contacts Database

When a pupil leaves The Old School Henstead we will transfer (with consent) the following pupil information to form part of our Contacts Database.

Name

Home Address

Home Telephone Number

Date of Birth

Gender

Siblings who attended The Old School Henstead

Year pupil entered and left The Old School Henstead

Given the on-going need to contact interested parties, this data is retained until the interested party notifies us that they do not wish to receive further communications from the school and wish their name to be removed from the contacts database. Consent can be withdrawn at any time and if an interested party wishes to withdraw consent you can do so by emailing the Headmaster

## **3. SHARING OF PERSONAL DATA**

Contacts Database

From time to time, in order to update our Contacts Database, The Old School Henstead may share data with third parties, such as a data management company, to seek to ensure information held is current. We require third parties to respect the security of your data and to treat it in accordance with the law. Again, we will only transfer data with the explicit consent of interested parties and if an interested party wishes to withdraw consent at any time please do so as outlined above.

## **4. ACCESSING YOUR DATA**

You have a right to ask for a copy of the information which we hold about you. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **5. YOUR RIGHTS**

Under certain circumstances, by law you have the right to:

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want The Old School Henstead to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Headmaster in writing.

### **Data Privacy Manager**

We have an appointed member of staff to oversee compliance with this privacy notice. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Headmaster in the first instance. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.