

## **BISHOP WORDSWORTH'S SCHOOL**

### **EVENING CLASSES PRIVACY NOTICE**

1. **The Law.** Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform people how information ('data') that they supply on the registration form or by any other means is used and processed.
2. **Submission of Form.** Submission of this form by an individual will be taken as agreement that there is a contract regarding these classes between the School and the applicant and that this contract is the legal base (ie the reason) for the storage and processing of the information on the form and collected during their attendance at classes.
3. **Personal Data Held.** The data initially collected includes that on the form or later collected.
4. **Reason for Holding Personal Data.** All data is collected and processed as necessary to allow us to contact those who enrol for classes, support their learning, allow payments to be made for classes and to comply with the law regarding data sharing.
5. **Legal Basis of & Purpose for Processing.** We only collect and use personal data when the law allows us to. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify our use of this data.
  - a. Most commonly, we process it where we need to:
    - (1) Comply with a legal obligation.
    - (2) Process the data for the legitimate interests of the School or a third party (provided the individual's rights and freedoms are not overridden).
    - (3) Perform an official task in the public interest.
  - b. Less commonly, we may also process personal data in situations where we:
    - (1) Have obtained consent to use it in a certain way.
    - (2) Need to protect the individual's vital interests (or someone else's interests).
6. **Data Retention.** Information collected will be retained for up to three years after the end of the set of classes in order that we may answer any queries and to support our financial processes. Information may then be anonymised and retained for statistical purposes.
7. **Data Sharing & Further Contact- Legitimate Interests.** We do not share information about individuals with anyone without consent unless the law and our policies allow us to do so. However, we may contact you again, unless you request us not to, in order to inform you about similar courses.
8. **Right to Access, Rectify or Erase.** Individuals have the right to access (by subject access request), have rectified or erased any of the personal data held (but not erased where the Law requires us to retain it) and ask: why we are holding/ processing the data, for how long we will keep it, where we obtained it (if not from them) and with whom it has been or will be shared.
9. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
  - a. Object to the use of personal data if it would cause, or is causing, damage or distress.
  - b. Prevent it being used to send direct marketing.
  - c. Claim compensation for damages caused by a breach of the data protection regulations.
10. **Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.
11. **Queries.** Any queries about this notice should be made to the Data protection Officer.
12. **Complaints.** Parents may complain about the School's use of data to the Data Protection Officer and, if not satisfied then to the Information Commissioner's Office at: [ico.org.uk/concerns](http://ico.org.uk/concerns).