# Rainford High

# Privacy Notice (How we use data partner and service user information)

## The categories information that we may collect, process, hold and share include:

* Personal information (such as first name, last name and title)
* Contact information (such as address, telephone numbers and email addresses)
* Financial information (such as bank account details)
* Transaction information (such as details about payments made to and from you)

## Collecting this information and why we collect and use this information

This data will be collected from you as you enter into a contract with us and through the course of the performance of that contract. This personal data may typically be used in the following circumstances:

* in performance of the contract, for example raising invoices and processing payments
* to manage our relationship with you, for example notifying you of changes to terms and conditions or changes to our Privacy Notice
* where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests
* where we need to comply with a legal or regulatory obligation

## The lawful basis on which we process this information

The primary reason we will collect and use your personal information will be in order to perform a contract with you.

It may be necessary to use this information for our legitimate interests where your interests and fundamental rights do not override those interests, we will inform you when this occurs.

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we receive your consent.

## Storing this information

We will take appropriate technical and organisational measures to ensure that your personal data is safe, protecting against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

We will retain your information only for as long as is necessary to fulfil the purposes for which it was collected, and in order to satisfy any legal, accounting or reporting requirements. Typically your information will be kept no longer than 7 years after the contract has terminated.

# Who we share this information with

When we need to process a payment we will share the minimum information necessary with our payment processors. We will only use trusted payment processors that are in full compliance with Data Protection Law.

We will not share your information with any other third party, unless it is required or permitted by law.

# Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information,

contact the school Data Protection Officer email DPO@rainford.org.uk

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

# Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer email DPO@rainford.org.uk