



## PRIVACY NOTICE RELATING TO CONTRACTUAL INFORMATION

### **Everyone Matters**

We expect our community to be polite and respectful

### **Everyone Helps**

We expect our community to make sensible choices

### **Everyone Succeeds**

We expect our community to work hard

<b>Policy Owner</b>	Principal
<b>Scope of the Policy</b>	This policy applies to all of the school community
<b>Last reviewed by trustees</b>	<b>February 2022</b>
<b>Next review due</b>	<b>February 2023</b>
<b>Summary of key changes</b>	This has been rewritten

## **PRIVACY NOTICE RELATING TO CONTRACTUAL INFORMATION**

### **What is the purpose of this Notice?**

This is the Privacy Notice of Rainford High Technology College (“the School”) which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a “data controller.” This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### **The Data Protection Officer**

The School has an appointed Data Protection Officer (DPO), HY Education, who can be contacted by telephone on 0161 543 8884. The DPO is responsible for supporting and advising the School in relation to data protection issues and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### **How do we use your data?**

We do not receive any data from third parties, all information is received from the individuals when they enter into a contract with the school.

We collect your information to:

- Perform the contract, for example to raise invoices and process payments
- To manage our relationship with you, for example notifying of changes to terms and conditions or to our Privacy Notice
- Where we need to comply with a legal or regulatory obligation

## **The categories of information we collect may include;**

The types of information we collect 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)
- CCTV (when you access the school premises)

## **How long will we hold your information for?**

We will hold personal information for a period of time specified within our retention policy. For more information, please ask the School Business Manager for a copy of our retention schedule.

## **Who do we share your data 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. Otherwise, we do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside of the school without your consent unless the law permits it.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to personal information that we hold about you. To make a request for your personal information please contact the Headteacher.

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.

## **Complaints and further information**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Headteacher or, alternatively, our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer whose details can be found above.