



St Joseph's School Association Bishop's Stortford

Privacy Notice for Parents, Carers & Suppliers

How we use your information

Introduction

This Privacy notice helps you understand why and how we collect your personal information and what we do with it. It also outlines decisions you can make about your own information. If you have any questions about this notice please contact stjosephsschoolassociation@hotmail.co.uk.

What is personal information?

Personal information is information that identifies you as an individual. Included in this is your contact details and bank details.

Third party information sharing

Your personal data that we collect will remain within the School Association and will be handled only by our volunteers on a 'need to know' basis.

Our legal grounds for using your information

This section contains information about the legal basis we rely upon when handling your information as outlined above.

Legitimate interests

This means we are using your information when it is necessary for our legitimate. We rely on this ground for many of the ways in which it uses your information. Specifically, we have a legitimate interest in:

- Holding your data for the purpose of running the 100 Club
- Holding your data for the purpose of running the Christmas Savings Club
- Holding email addresses on our Hotmail account for
- Holding supplier information for our events

Consent

We may ask for your consent to use your information e.g. taking photos. If we ask for your consent you can take it back at any time. Any use we have made of your information before you withdraw your consent will still remain valid.

Sending information to other countries

We will never send your personal details to any other organisations outside of the UK.

Keeping your information

We will keep your information for as long as you are involved with the School Association.

In exceptional circumstances we may keep your information for a longer than usual, but we would only do so if we had good reasons and only if we are allowed to do so under data protection law.

What decisions can you make about your information?

Data protection legislation coming into force on 25th May 2018 gives you rights about your information. Some of these are new whilst others build on your existing ones. Your rights are:

- you can ask for us to delete information we hold about you in certain circumstances e.g. where we no longer need the information;
- if information is incorrect you can ask for a correction;
- you can ask what information we hold about you and be provided with a copy;
- you can ask us to send you certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted sometimes e.g. if you inform us the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office: <https://ico.org.uk>