



Privacy Notice for ST PHILOMENA'S CARSHALTON CHARITABLE TRUST (SPCCT)

ST PHILOMENA'S CARSHALTON CHARITABLE TRUST (SPCCT) is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students and their parents, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information

ST PHILOMENA'S CARSHALTON CHARITABLE TRUST (SPCCT) is a "data controller." This means that we are responsible for deciding how we hold and use personal information.

The Categories of Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you:

- Student Personal information such as name, Student Registration Group; contact information; Pupil Premium Status
- Contact and family information such as names, relationship, phone numbers and email addresses;
- Name of Donor, their Bank details including Account Number and Sort Code

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold data about students and their parent/carer to use it for:

- Processing payments and donations to the Charity
- Using Contact details for queries and reminders regarding donations/payments

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is require or permitted by law.

Storing Data

The SPCCT keep information about students on computer systems and on paper.

Except as required by law, the SPCCT only retains information about you for as long as necessary in accordance with timeframes imposed by law and whilst donations are still being made by you.

Requesting Access to Your Personal Data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, contact Mrs Kulka (Trustee) at St Philomena's Catholic High School for Girls. Pound Street, Carshalton. SM5 3PS

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 purposes of direct marketing;
- 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 want to exercise any of the above rights, please contact Mrs Kulka in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Mrs Kulka. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mrs Kulka in the first instance.

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.