

GDPR PRIVACY NOTICE

12th May 2018

At Norwich Steiner School we take privacy very seriously and are currently updating all our records and processes to ensure that we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25 May 2018.

As a charity that only collects data in order to provide its service, we meet the requirements for exemption from registration as data processors with the Information Commissioner's Office (ICO), but we do still have to abide by the GDPR.

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

- personal information (such as name, address, date of birth)
- characteristics (such as ethnicity, language, nationality, country of birth).

The lawful basis on which we use this information

We collect and use information under the following lawful bases established by the GDPR.

- **Legitimate interests:** the processing involves using your data in ways you would reasonably expect and which have a minimal privacy impact.
- **Legal obligation:** the processing is necessary for us to comply with the law (submitting data to Government Departments for example).

Who we share information with

We routinely share information with:

- local authorities
- government departments

Why we share information

We do not share information with anyone without your consent unless the law and our policies allow us to do so.

We are required to share certain data with official bodies (such as HMRC or the Department for Work and Pensions (DWP)) on a statutory basis.

Data collection requirements

To be granted access to any information we hold, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

We do not keep data for any longer than necessary and do not allow its use for any purpose other than that for which it has been collected. Should new processes be introduced into the organisation or innovative uses of the data we hold, you will be kept informed at each stage.

Requesting access to your personal data

Under the GDPR, you have the right to request access to information about you that is held by this school. To make a request for your personal information, contact Jacqui Armour who will deal with the request within 30 days.

NORWICH STEINER SCHOOL

www.norwichsteinerschool.co.uk Tel: 01603 611175

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Jacqui Armour in the first instance. This does not affect your right to complain to the Information Commissioner's Office (ICO) (ico.org.uk).

Direct marketing

As detailed above, Norwich Steiner School will only use your personal information for administration and to provide the services you have requested from us. We do not undertake direct marketing, or share any personal information for marketing purposes.