



B E R K H A M S T E D

— 1541 —

## **How We Use Your Information External Privacy Notice**

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**Independent Day and Boarding School for Boys and Girls**

**Berkhamsted Schools Group**

February 2019

## Introduction

This notice is to tell you how we use the personal information or personal data we collect about individuals who have contact with the School as part of our local community or who use the School's facilities, including:

- Knox-Johnston Sports Centre
- Basecamp courses and activities
- Wraparound Care
- Fitness Centre at Castle
- Venue Hire

## Who we are

For the purposes of Data Protection legislation, the School is the Data Controller.

The postal address of the School is:

Berkhamsted Schools Group  
6 Chesham Road  
Berkhamsted  
Herts  
HP4 3AA

In this Privacy Notice, 'we' and 'us' means the School.

If you would like to contact us about your personal information you can contact our Data Protection Lead who is Lynne Rushton, Safety and Compliance Manager, who is contactable at the above address and by email at [dataprotection@berkhamsted.com](mailto:dataprotection@berkhamsted.com).

## What information we collect and hold

Personal information is any information we hold that identifies you, including but not limited to:

- names, addresses, date of birth, telephone numbers, email addresses and other contact details;
- bank details and other financial information;
- images captured by the School's CCTV system that are used in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children;

## Why we collect and use this information

We collect and use information so that we can:

- provide members of the community with access to our school facilities including:
  - membership of Knox-Johnston Sports Centre
  - attendance at Basecamp courses and activities;
- deliver a service to those who hire the School facilities;
- for safety and security purposes, including CCTV.

### **The lawful basis on which we use this information**

The use of your information for these purposes is lawful for the following reasons:

- Where it is necessary to use information for our legitimate interests, except when this would be unfair to the individual. Our legitimate interests include providing educational services, safeguarding and promoting pupils welfare, promoting the objects and interest of the School and facilitating its efficient operation.
- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use information for the purposes of our functions in providing schooling, which is in the public interest.
- Where we do require consent we will contact you, or your child if your child is deemed to be of the age appropriate to provide their own consent.

### **Collecting information**

For the majority of personal information we ask for this directly from individuals. We may also ask for additional information during an individual's time connected with the School, for example in email communication.

### **Storing data**

The School retains personal data securely and in line with how long it is necessary to keep for a legitimate and lawful reason. Our school Record Keeping Policy provides information on the records we store and how long for.

### **Who we may need to share information with**

For the most part, personal information collected by the School will remain within the School, and will be accessed on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties that personal information will be kept securely and only in accordance with our instructions.

We do not normally transfer information to a different country which is outside the European Economic Area, If we are required to we will carry out checks and put security measures in place to make sure that it is safe to transfer the information.

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

Under data protection legislation, individuals have the right to request access to information that we hold about them.

To make a request for your personal information you will need to request this in writing to:

Lynne Rushton  
Safety and Compliance Manager  
Berkhamsted Schools Group  
6 Chesham Road  
Berkhamsted  
Herts  
HP4 3AA

Email: [dataprotection@berkhamstedschool.org](mailto:dataprotection@berkhamstedschool.org)

### **Your rights**

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use;

There is more information in our Data Protection Policy.

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/> or the address below:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745.

### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact:

Lynne Rushton  
Safety and Compliance Manager  
Berkhamsted Schools Group  
6 Chesham Road  
Berkhamsted  
Herts  
HP4 3AA

Email: [dataprotection@berkhamstedschool.org](mailto:dataprotection@berkhamstedschool.org)