



DATA PRIVACY NOTICE

WATFORD SCHOOLS TRUST

Watford Schools Trust is committed to protecting your privacy. This policy explains how we collect and use the personal information you provide to us.

1. Your personal data – what is it?

Personal data is information that can be used to identify you. For example, your name, address, date of birth, email address, telephone number, bank account details etc. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

Watford Schools Trust (registered charity number 1010876) is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Watford Schools Trust complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To update you about our work and let you know how you can support us, in prayer, financially and in other ways in accordance with your preferences;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers in order to carry out our work;
- To invite you to participate in surveys and research;

4. What is the legal basis for processing your personal data?

- Most of the information we collect relies upon your explicit consent so that we can keep you informed about news, events, activities and prayer needs.
- However, some types of processing are necessary for carrying out legal obligations, in relation to Gift Aid, for example.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We may disclose your personal information to third parties if we are required to do so through a legal obligation (e.g. to the police or a government body). We will not share your data with any other organisations (e.g. schools or churches) without your consent.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary.

Where you have requested that we keep you informed about news, events, activities and prayer needs, or where you have chosen to volunteer with us, we will keep your data until such

time as you tell us that you no longer wish to hear from us. We will ask you to confirm your preferences from time to time.

Where you have made a donation to us, including where you have gift-aided that donation, or where you have entered into another type of financial transaction with us (such as the reimbursement of expenses) we will retain your information in line with statutory guidelines. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Watford Schools Trust holds about you;
- The right to request that Watford Schools Trust corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Watford Schools Trust to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that Watford Schools Trust provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Watford Schools Trust at info@watfordschoolstrust.org

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.