

Including Sandleford, our Early Years Foundation Stage provision

Privacy Notice

How we use fee payers' (including third party payers) information

The categories of fee payer information that we collect, process, hold and share include:

- personal information (such as name, address, email address, contact number, occupation and bank details.)

Why we collect and use this information

We use fee payer data to:

- invoice school/ nursery fees and collect direct debit payments,
- claim the appropriate funding from the local government.

The lawful basis on which we process this information

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

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 data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold fee payer financial data for 7 years after the last payment made.

Who we share this information with

We may share this information with:

- our fee invoicing providers
- our bank provider
- our local authority

Why we share fee payer information

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

Local authority

We are required to share information about our fee payers with our local authority (LA) in order for funding of a child to be claimed.

Bank and system providers

The data processors hold the information, which allows us to invoice or collect payments.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Bursar.

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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

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- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

The Bursar using the email data@stgabriels.co.uk.