

DATA PRIVACY NOTICE

BELMONT HALL, HARROW

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's 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?

John Fenn is the data controller for Belmont Hall (contact details below). The data controller decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Belmont Hall 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 contact you in the event of an emergency relating to your child in our care.
- To inform you of news, events, activities and services running at Belmont Hall in which you may be interested.

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

- For carrying out legal obligations in relation to safeguarding of children.
- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.

5. Sharing your personal data

Your personal data will not be shared with any third parties unless we are legally required to do so.

6. How long do we keep your personal data?

- We keep data while your child is attending activities at Belmont Hall. We may also keep it beyond their attendance at Belmont Hall if this is necessary, in order to comply with our legal obligations.
- We will keep contact information, where consent has been given, for a period of 3 years, in order to keep you informed about news, events, activities and services.

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 Belmont Hall holds about you;
- The right to request that Belmont Hall corrects any personal data if it is found to be inaccurate or out of date;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 Belmont Hall to retain such data;
- The right to withdraw your consent to the processing at any time

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) (where applicable);
- 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 Commissioner's 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 of complaints please in the first instance contact John Fenn at info.belmonthallharrow@gmail.com

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.