

## LANCASTER STEINER SCHOOL PRIVACY NOTICE

### **Our contact details**

Name: The School Office

Address: Lune Road, Lancaster LA15QU

Website: [lancastersteinerschool.org](http://lancastersteinerschool.org)

Phone Number: 01524 381876

Date: 15/06/2022

E-mail: [enquiries@lancastersteinerschool.org](mailto:enquiries@lancastersteinerschool.org)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, contact details for parents, children, emergency contacts, customers and suppliers)
  - o Names and contact details
  - o ID in the form of passports, certificates or financial documents
  - o Medical, educational, health and safety and dietary information (including attendance)
  - o Photographic and video imagery

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To administer children to and from our school and comply with our obligations to Lancaster County Council
- To create financial agreements for school fees
- To conduct recruitment related processes
- To enable us to administer our website and perform marketing functions

We also receive personal information indirectly, from the following sources in the following scenarios:

- Schools previously attended by pupils to provide continuity of care for children joining our school from another setting.

- Previous employers, disclosure and barring service or referees when employing new staff or vetting volunteers
- Other professional organisations for example Social Services, NHS or the Police may share relevant information with us so that we can support your child and/or families needs.

We use the information that you have given us in order to:

- Understand your child's and/or family's medical, educational or safeguarding needs.
- Complete our employment and vetting processes
- Enable us to meet our health and safety requirements

We may share this information with:

- Other schools as part of your child transfer to another school
- Other professional organisations, for example Social Services, Police, NHS, Lancashire County Council or a Safeguarding representative (for example, LADO).

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: [enquiries@lancastersteinerschool.org](mailto:enquiries@lancastersteinerschool.org)**

**(b) We have a contractual obligation to process this information.**

**(c) We have a legitimate interest to process this information.**

## **How we store your personal information**

Your information is securely stored.

We keep all personal information collected either in a locked filing cabinet or electronically and protected by passwords. All personal information is retained for a reasonable period or as long as the law requires. At which time we will then dispose of your information by shredding paper copies and erasing data stored electronically.

Any data on devices which are being disposed of will have their data erased using a data disposal and shredding company/device to ensure all personal data is non-recoverable.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at either [enquiries@lancastersteinerschool.org](mailto:enquiries@lancastersteinerschool.org), 01524381876 or Lancaster Steiner School, Lune Road, Lancaster, LA1 5QU if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Lancaster Steiner School, Lune Road, Lancaster, LA1 5QU or email [enquires@lancastersteinerschool.org](mailto:enquires@lancastersteinerschool.org) for data protection queries.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

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



Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>