

WASC Privacy Notice

This privacy policy sets out how the Windmill after School Club (WASC) uses and protects any information that you give WASC when you complete our registration forms.

WASC is committed to ensuring that your privacy is protected in accordance with the General Data Protection Regulation (GDPR). Should we ask you to provide certain information by which you can be identified when completing any documents, then you can be assured that it will only be used in accordance with this privacy policy.

WASC may change this policy during routine policy reviews.

What data we collect, use and store

We collect the following information:

- **Identity Data** includes first name, surname, last name, title
- **Contact Data** includes address, email address, phone numbers,
- **Special Category Data** includes medical information such as allergies, dietary requirements and SEND information of children in the Club
- **Other Data** relevant to surveys, news letters and posting information etc.

How is your personal data collected?

You may give us your personal data including special category data by filling in forms or by corresponding with us by post, phone, email or otherwise.

What we do with the information we gather

We require this information to understand your needs and provide you with a good service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our Club.
- To provide appropriate pastoral care for children in our Club
- We may periodically send emails about what is happening in the Club e.g. year 6 farewell trip etc using the email address which you have provided.
- From time to time, we may also use your information to contact you for research purposes using surveys
- To comply with the law regarding data sharing

Purposes for which we use your personal data

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

- the data subject has given consent to the processing of their 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;

- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by a controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

If you fail to provide personal data

Where we need to collect personal data and you fail to provide that data when requested, we may not be able to process your application for a place(s) at WASC.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. An example of this is where your personal data is held on our waiting list if you have requested an alternative/additional day(s) for your child(ren) to attend WASC.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Automated decision-making

WASC does not use any automated decision-making processes in relation to personal data.

International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

WASC on Windmill Primary School website and links to other websites

The WASC has a page on the Windmill School (WPS) website which can be found by clicking the Parents button from the homepage. The WASC page link is at the bottom of the list or you can use the following link:

<http://www.windmill.oxon.sch.uk/page/?title=Windmill+After+School+Club&pid=24>

The Windmill Primary School (WPS) website may contain links to other websites of interest. However, once you have used these links to leave WPS site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes. You also have the right to "request correction" as detailed below.

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it. No fee is usually required.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

Date Co-ordinator

We have appointed a data co-ordinator who is responsible for overseeing questions in relation to this privacy notice and to handle any requests to exercise your legal rights.

Please contact the data co-ordinator using the details set out below.

Joyce Long
Windmill After School Club
Windmill Primary School
Margaret Road
Headington
Oxford
OX3 8NG
Jlon1700@windmill.oxon.sch.uk

Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

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This version was last updated on 22 May 2018 and will be reviewed annually.