



Privacy Notice : Visitors

Date/Version : November 2020. V2



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1. Introduction

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to this Privacy Notice is unclear, please contact the Grow Education Partners Ltd Administration Team, or the Grow Education Partners Data Protection Officer. Contact details for our DPO are available throughout this privacy notice.

We, Grow Education Partners Ltd, at 36 Causton Street, London, SW1P 4AU, are a subsidiary company of the London Diocesan Board for Schools, who are the Data Controller for the purposes of data protection law.

Our Data Protection Officer (DPO) is David Coy (david.coy@london.anglican.org, 07903 506531).

1.1: The categories of information that we collect, hold and share include (but are not limited to)

- personal information (such as name, address, national insurance number).
- contact details and preference (contact telephone numbers, email addresses, addresses)
- information about your role or relationship with the LDBS

We may also hold personal data about you from third parties, such as references supplied by schools, former employers or service users, information provided during the completion of our pre-deployment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

1.2: Why we collect and use this information

The purpose of collecting and processing this data is to help us to run Grow Education Partners efficiently, including to:

- deliver our courses and programmes
- inform interested parties about the work of Grow Education Partners
- develop a broad base of support for our work
- to assess the quality of our services

1.3: The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.

A full breakdown of the information we collect on our staff can be found in our 'Record of Processing'.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

1.4: Collecting your information

Whilst the majority of information you provide to us is voluntary, some of it is mandatory. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

1.5: Storing your data

We create and maintain a filing system related to each visitor. The information contained in these files is kept secure and is only used for purposes directly relevant to your time with us. Once your consent has been withdrawn, we will delete your information from our system.

Please refer to our Document Retention Policy for further information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

1.6: Who we share information with

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

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

1.7: Data collection requirements

Grow Education Partners collects data on visitors to meet its contractual obligations towards them, and to ensure it is compliant as a service provider in meeting the statutory obligation placed upon it in providing services both to and in Schools.

1.8: Requesting access to your personal data and your data protection rights

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request. If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our Data Protection Officer (DPO), David Coy (david.coy@london.anglican.org, 07903 506531).

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

1.9: Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer (DPO), David Coy (david.coy@london.anglican.org, 07903 506531).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

1.10: Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO), David Coy (david.coy@london.anglican.org, 07903 506531).