



Privacy Notice: Website

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1. Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who visit and utilise our website.

We, Grow Education Partners Ltd, at 36 Causton Street, London, SW1P 4AU, are the Data Controller for the purposes of data protection law. Our Data Protection Officer (DPO) is David Coy (see contact details below).

1.1 The Personal Data we process

- Your name, email address, and enquiry details when you send us a message using a contact form.
- Your name, email address, phone number, postal address, school you work for and any dietary requirements you have when you book a course through our website.
- Information on how you use the site, using cookies and page tagging technique (please see our Cookie Policy for further information)

1.2 The Lawful Basis for processing this Data

- Data subject gives consent for one or more specific purposes.
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary for your legitimate interests or the legitimate interests of a third party.

1.3 This data can be viewed by authorised people on this website to:

- Improve the site by monitoring how you use it.
- Gather feedback to improve our services, for example our email alerts.
- Respond to any feedback you send us if you've asked us to.
- Allow contact with users if requested through a form.
- Provide the service you have requested through a form.
- Provide you with information about our services if you want it.

1.4 Where your data is stored

We store your data on secure servers held in the UK.

1.5 Keeping your data secure

- Sending information over the internet is generally not completely secure, and we can't guarantee the security of your data while it's in transit.
- Any data you send is at your own risk.



- To protect your data, we have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found in our Data Protection Policy or upon request.

1.6 Sharing your Data

For us to legally, effectively and efficiently function we are required to share data with appropriate third parties.

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support and IT services.
- Training centres and awarding bodies-in order to share information and feedback on your performance.
- Our auditors to ensure compliance with our legal obligations.
- Professional advisers and consultants - for us to develop our services and best provide our service.
- Police forces, courts, tribunals, security organisations- to create a secure workplace for all at the Grow.

We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.

1.7 Data Protection Rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the LDBS holds about them.

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
- NOT provide information where it compromises the privacy of others
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

1.8 Your Other Rights regarding your Data

You may:

- Withdraw your consent to processing at any time (This only relates to data for which the LDBS relies on consent as a lawful basis for processing)
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests.
- Request a copy of agreements under which your personal data is transferred outside of the United Kingdom.

- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you)
- Request a cease to any processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Submit a complaint to the ICO
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

If you would like to exercise any of the rights or requests listed above, please contact our DPO, David Coy

- Email: david.coy@london.anglican.org
- Phone: 020 3837 5145
- Address: Grow Education Partners, London Diocesan House, 36 Causton Street, London, SW1P 4AU

Grow Education Partners will comply with the Data Protection legislation regarding dealing with all data requests submitted in any format, although individuals are asked to preferably submit their request in written format to assist with comprehension.

We reserve the to verify the requesters' identity by asking for Photo ID. If this proves insufficient, then further ID may be required.

1.9 Links to other websites

This Website contains links to other websites.

1.10 Following a link to this website from another website

If you come to this website from another website, we may receive information from the other website. We don't use this data. You should read the privacy policy of the website you came from to find out more about this.

1.11 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 DPO via Email: schoolsdpo@london.anglican.org, Phone: 020 3837 5145, Post: London Diocesan Board for Schools, Diocesan House, 36 Causton Street, London, SW1P 4AU

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

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

1.12 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 David Coy; email schoolsdpo@london.anglican.org, Phone: 020 3837 5145.



an House, 36 Causton Street, London, SW1P 4AU

1.13 Changes to this Privacy Notice.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.