

## How we use your information - Privacy Notice for the wider Felsted Community

### Introduction

This notice is to tell you how we use the personal information or personal data we collect about individuals who have contact with the School as part of our local community or who use the School's facilities, including:

- Felsted Almshouse Charity
- Felsted Swimming Club
- The Hunt Theatre
- Felsted Gym
- Venue Hire

### Who we are

For the purposes of Data Protection legislation, the School is the Data Controller.

The postal address of the School is:

Felsted School  
Felsted  
Essex  
CM6 3LL

In this Privacy Notice, 'we' and 'us' means the School.

If you would like to contact us about your personal information you can contact our Data Protection Lead who is:

Rachel Earle  
Compliance Manager  
Felsted School  
Felsted  
Essex  
CM6 3LL  
Email: [compliance@felsted.org](mailto:compliance@felsted.org)

### What information we collect and hold

Personal information is any information we hold that identifies you, including:

- names, addresses, date of birth, telephone numbers, email addresses and other contact details;
- bank details and other financial information;
- images captured by the School's CCTV system that are used for the purposes of safeguarding and promoting the welfare of pupils, staff and visitors and for the protection of property, in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children;
- health/medical records for the purpose of membership at Felsted Gym;

## **Why we collect and use this information**

We collect and use information so that we can:

- provide members of the community with access to our school facilities including:
  - membership of Felsted Gym
  - membership of Felsted Swimming Club
  - attendance at Felsted School Holiday Courses;
- fulfil the purpose of the Felsted Almhouse Charity, including to maintain the properties and the welfare of residents to a high standard;
- deliver a service to those who hire the School facilities;
- for safety and security purposes, including CCTV.

## **The lawful basis on which we use this information**

The use of your information for these purposes is lawful for the following reasons:

- Where it is necessary to use information for our legitimate interests, except when this would be unfair to the individual. Our legitimate interests include providing educational services, safeguarding and promoting pupils welfare, promoting the objects and interest of the School and facilitating its efficient operation.
- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use information for the purposes of our functions in providing schooling, which is in the public interest.
- Where we do require consent we will contact you, or your child if your child is deemed to be of the age appropriate to provide their own consent.

## **Collecting information**

For the majority of personal information we ask for this directly from individuals. We may also ask for additional information during an individual's time connected with the School, for example in email communication.

## **Storing data**

The School retains personal data securely and in line with how long it is necessary to keep for a legitimate and lawful reason. Our school [Record Keeping Policy](#) provides information on the records we store and how long for.

We take appropriate technical and organisational steps to ensure the security of personal data, including the use of technology and devices and access to school systems. We store most of our data on the school site servers or on servers and cloud storage based in the UK or within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area (EAA) but we will only allow this if your data is adequately protected.

## **Who we may need to share information with**

For the most part, personal information collected by the School will remain within the School, and will be accessed on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties that personal information will be kept securely and only in accordance with our instructions.

We may also need to share information with law enforcement agencies who are discharging their statutory law enforcement functions. As part of our cyber security monitoring we share the Metadata of all traffic deemed to be suspicious with the Police for law enforcement purposes. The Data Controller with whom your data is shared is Essex Police.

We do not normally transfer information to a different country which is outside the European Economic Area, If we are required to we will carry out checks and put security measures in place to make sure that it is safe to transfer the information.

### **Requesting access to your personal data**

Under data protection legislation, individuals have the right to request access to information that we hold about them.

To make a request for your personal information you will need to request this in writing to:

Compliance Manager  
Felsted School  
Felsted  
Essex  
CM6 3LL  
Email: [compliance@felsted.org](mailto:compliance@felsted.org)

### **Your rights**

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use;

There is more information in our [Data Protection Policy](#).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745.

**Contact**

If you would like to discuss anything in this Privacy Notice, please contact:

Compliance Manager

Felsted School

Felsted

Essex

CM6 3LL

Email: [compliance@felsted.org](mailto:compliance@felsted.org)