



Abbey Court School Trust

Abbey Court School Trust Privacy Policy

Our contact details

Name: Abbey Court School Trust

Address: Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP

Phone Number: 01634 338220

E-mail: office@abbeycourt.medway.sch.uk

Website: www.abbeycourt.medway.sch.uk

Completed: May 2022

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics E.g. name, address, email address, telephone number

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:

- Support a Trust project or fundraising event

We use the information that you have given us in order to record a donation, tickets for participation in a fundraising event, record of purchase of lottery or raffle tickets, participation in a fundraising project e.g. animal adoption scheme and so on.

We may share this information with Abbey Court School.

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

Your consent. You are able to remove your consent at any time. You can do this by contacting the school office.

How we store your personal information

Your information is securely stored on the Abbey Court School Network system.

We keep any data gathered for the appropriate time for the event/fundraising project. We will then dispose your information by deleting the appropriate spreadsheet and any paper copies.

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 **Abbey Court School Trust, Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP** 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 **Abbey Court School Trust, Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP**

You can also complain to the 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>

Please tick box to acknowledge that you hereby give your consent for Abbey Court School Trust to hold any data/personal information connected with Trust business /fundraising projects and events, in line with the Privacy Policy above.

(For future reference a copy of this Privacy policy along with our GDPR policy is on the school website under the Trust section)

Pupil name.....

Parent/Guardian signed date.....

PLEASE RETURN TO ABBEY COURT SCHOOL AS SOON AS POSSIBLE
WHERE IT WILL BE STORED SECURELY FOR FUTURE REFERENCE