

# DATA PRIVACY NOTICE

## The King Edward VI Grammar School BSE Foundation

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The King Edward VI Grammar School BSE Foundation (The Foundation) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. We work with other data controllers including the Charity Commission, The King Edward Sixth School (the School), banks, investment providers, local authorities, the Suffolk Record Office, Cambridge University library, contractors and suppliers, including website providers. Sometimes we may need to share your personal data with them so that they can carry out their responsibilities towards the Foundation or our instructions to them in the course of Foundation business.

### 3. How do we process your personal data?

The Foundation, complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

#### **Trustees and staff (including Emma Holloway Fund Trustees)**

- To administer membership records and comply with legal obligations (including completing the Charity Commission return);
- To communicate with the clerk /Trustees/School in the course of Foundation business;
- To maintain an accurate record of Foundation proceedings in the minute book;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To facilitate the Foundation banking/investment arrangements (i.e. signatories on the bank account are required to provide personal data to the bank);

#### **Applicants for grant funding**

- To share with Trustees/school staff in order to consider and determine individual grant applications/ requests for financial support;
- To distribute funds;

#### **Third parties including external suppliers/contractors/banks/school staff/enquirers**

- To enable performance/management of any contract or service in the course of Foundation business;
- To enable the Foundation to respond to enquiries;
- To enable the Foundation to communicate with third parties in pursuit of its legitimate business;
- To process financial transactions, including the distribution of grant monies.

#### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can share your data with other Trustees, the School and banks/investment providers.
- Processing is necessary for carrying out obligations under employment law or for the performance of any service/supply agreement/contract;
- Processing is necessary to comply with a legal obligation.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other Trustees and school staff for the purpose of carrying out Foundation business. We will only share your data with third parties outside of the Foundation/ school with your consent except where this is required pursuant to any legal obligation or to enable performance of any contract.

#### **6. How long do we keep your personal data?**

Generally we keep data for no longer than is reasonably required for the purpose for which it was collected.

Specifically, we retain Trustee personal data for the duration of their office plus 12 months; the personal data of applicants for financial aid will be destroyed 12 months after any individual application has been determined; gift aid declarations and associated paperwork and other financial records are retained for up to 8 years after the calendar year to which they relate; the minute book is retained permanently either c/o the clerk or at the Suffolk Record Office.

#### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Foundation holds about you;
- The right to request that the Foundation corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Foundation to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Foundation clerk c/o Brokesbourne, Stanningfield Road, Great Whelnetham, IP30 0TY or [clerkkef@hotmail.com](mailto:clerkkef@hotmail.com).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.