

Park Community School Privacy Notice for Clients

- Park Community Services
- Park Community Enterprises Ltd
- Park Community Ventures
- Park Community Catering

We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all clients to whom we provide paid services.

Park Community School is a "data controller" for all the organisations listed above. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. We may amend this notice at any time.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified.

We will collect, store, and use the following categories of personal information about you where applicable:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses, qualifications and public liability insurance cover, membership details and constitutions of organisations.
- Name of child if appropriate e.g. for party bookings
- Bank account details
- CCTV footage

The legal basis for holding this information

The legal basis for holding this information is that it is necessary for us to fulfil the contract we have with you when you are purchasing a service from us and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Where the data is used by us to market products or services to you then we will require your



consent [see paragraph below.]

How is your personal information collected?

We collect personal information about your service requirements through Community booking form, PCE order form, club constitutions, certificates and telephone orders, emails and verbally.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you
2. Where we need to comply with a legal obligation
3. Where it is necessary for our legitimate interests (or those of a third party, for example auditors or our insurance companies) and your interests and fundamental rights do not override those interests

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests)
2. Where it is needed in the public interest or for official purposes

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers.)

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Consent

We would like to be able to keep you up to date with marketing information such as new services that become available and offers that we may wish to make available to you. For this we would need your consent. This is obtained by your completion of the consent section on the booking form / initial enquiry form.

You have the right to withdraw this consent in writing at any time, through emailing PDP@pcs.hants.sch.uk / Bookings@pcs.hants.sch.uk

Data sharing

We may have to share your data with third parties, including third-party service providers, where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. This might include for example auditors or our insurance company or the police. In each case your interests and fundamental rights do not override those interests.

All our third-party service providers are required to take appropriate security



measures to protect your personal information in line with our policies and the law. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Security

We have appropriate security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Rights of access, correction, erasure, and restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request")
- Request correction of the personal information that we hold about you
- Request erasure of your personal information
- Object to processing of your personal information
- Request the restriction of processing of your personal information
- Request the transfer of your personal information to another party

Contact

For further information about your rights, or if you have any questions about this privacy notice or how we handle your personal information, please contact pdp@pcs.hants.sch.uk / bookings@pdp.sch.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.



