



Privacy Notice for COMMUNITY EDUCATION LEARNERS

What is a Privacy Notice?

A Privacy Notice sets out how we use personal data (information) that we hold about individuals. The General Data Protection Regulation (GDPR) requires us to publish this information. This Privacy Notice explains how we collect, store, use and share personal data about learners enrolled on courses through the Community Education Programme at Prince Henry's Grammar School.

The types of personal data that we collect, hold and share:

- Personal information (name, address, email address, phone number)
- Details of courses attended
- Records of attendance at lessons
- Information relating to the payment of fees (dates and amounts paid, method of payment used, cheque number)

Why we collect and use this information

We only use your personal data for the purposes of running the Community Education Programme at Prince Henry's. Specifically, we use this information:

- to contact you regarding the course(s) you have enrolled for (e.g. termly re-enrolment reminders)
- to enable your tutor to communicate with you, where all or part of your course is delivered online
- to communicate urgent messages (e.g. cancellation of a class due to tutor illness)
- to determine whether there are viable numbers regularly attending a course to offer a continuation of that course
- to comply with financial auditing requirements

The lawful basis on which we use this information

Under the GDPR, the legal basis on which we use your personal data is known as "performance of a contract" (i.e. we need this information in order to deliver the service you have paid for). We also store details relating to the fees you pay as part of a "legal obligation" (i.e. there are financial regulations which require us to store this information).

Using your data for marketing purposes

We will not contact you for marketing purposes (e.g. to give details of next year's programme) unless you give us your consent by ticking the box on the enrolment form. You can withdraw this consent at any time by emailing Pippa McPherson at mp@princehenrys.co.uk.

Special Category Personal Data

Information such as disabilities and health needs is known as "Special Category Personal Data". Under the GDPR, there are additional restrictions on how we can use sensitive information of this type. We do not collect or store this type of information for the purposes of the Community Education Programme, except for learners who wish to be entered for British Sign Language examinations.

How long we keep your data

In order to comply with financial auditing regulations, we retain your personal data and payment details for seven years after the year in which you last completed a course with us.

Records of attendance are disposed of securely at the end of the year in which you complete your course.

Who we share personal data with

In order to comply with financial regulations, we share personal data with our auditors (currently Murray Harcourt), when required.

We also upload your telephone number to our school management information system (SIMS), in order to send you a text message if we need to contact you urgently (e.g. in case of tutor illness or sudden closure due to snow).

Where courses are delivered partly or wholly online, we share your email address with your tutor so that he/she can share course content with you and/or invite you to join online lessons. This may include sharing your email address through online collaboration platforms such as Zoom, Microsoft Teams or Google Classroom.

Where learners following British Sign Language courses are entered for external examinations, the information they provide will be passed on to Signature, the awarding body for deaf communication qualifications.

Data Security

We store the information which you provide in paper form and on an electronic database. Prince Henry's has in place technical and organisational measures to ensure a level of security appropriate to the nature of the personal data that we use. We also provide data privacy awareness training for all staff.

Requesting access to your personal data

Under data protection law, you have the right to request access to information that we hold about you. To make a request for your personal information, contact our Data Protection Officer, Alison Jones, at dpo@princehenrys.co.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance by emailing Pippa McPherson at mnp@princehenrys.co.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Community Education Programme Co-ordinator, Pippa McPherson, at mnp@princehenrys.co.uk, or our Data Protection Officer at dpo@princehenrys.co.uk.