



## **FAIR PROCESSING NOTICE FOR WEBSITE USERS**

We process data about our website visitors and this Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

### **Our contact details**

St Anne's C of E (A) Primary School  
Harrington Street  
Worksop  
Nottinghamshire  
S80 1NQ

Telephone: 01909 473223

Email: [office@st-annes.notts.sch.uk](mailto:office@st-annes.notts.sch.uk)

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at the school email address:

[dpo@st-annes.notts.sch.uk](mailto:dpo@st-annes.notts.sch.uk)

### **Our legal basis for processing personal data**

By law, we need a legal basis for processing the personal data of a website user. We will process your data using the legal bases of consent and legitimate interests.

#### ***Legitimate interests***

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interests” (provided that what the information is used for is fair and does not unduly impact your rights). We only rely on legitimate interests where we have considered any potential impact on you, whether or not our processing is excessive and that our processing does not override your rights.

We will use legitimate interest to collect

- the IP address and the MAC address when you visit our website enables us to keep our website secure
- keeping your data in our system in order to keep it secure



## **Consent**

We also use consent to collect some information. Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time, we collect information from you with consent when you:

- make an enquiry via the form on our website, or you give us your details via a phone call or email (name, email, phone and message contents)
- apply for a job vacancy
- consent to our cookies

## **We will use the information you provide to:**

- Answer your enquiry
- Record any contact we have with you

## **How we store this data**

Personal data is stored in accordance our Data Retention Policy.

## **Data sharing**

Where it is necessary (and it complies with data protection law) we may share personal information about you with our software and website providers.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **What are your privacy rights**

Under GDPR, you have the right to request access to information about you. To make a request for your personal information, please contact our DPO.

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts



If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For more information about your Data Subject Rights, please refer to the ICO website – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/>

We are registered with the Information Commissioner's Office.

#### Contact

If you would like to discuss anything in this privacy notice, please contact our DPO.