

## PRIVACY NOTICE

### Brent Knoll and Watergate Co-operative Trust

Our Data Protection Officer Andrew Taylor can be contacted c/o Brent Knoll School or via email at [A.Taylor@brentknollschool.co.uk](mailto:A.Taylor@brentknollschool.co.uk)

#### The categories of trustee and membership information that we collect, process, hold and share include:

- personal information (such as name, address, telephone number, email address)
- special categories of data including characteristics information (such as category of membership, date joined)

We will also collect and hold information about any contact you have with us if you apply to take part in any project we run (such as a Holiday Play Scheme). Further information may include:

- any other information provided by yourself at the request of the Brent Knoll and Watergate Co-operative Trust to process your application.

#### Why we collect and use this information

We use membership data to:

- communicate information about meetings to you
- keep you informed of news and updates about Brent Knoll and Watergate Co-operative Trust
- other relevant communications based upon specific projects run by Brent Knoll and Watergate Co-operative Trust

#### The lawful basis on which we process this information

We collect and use membership information under Article 6, (1) e) of the GDPR 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 and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

#### Collecting this information

The information you provide to us is voluntary.

#### Storing this information

We hold membership data whilst you are a member of the Trust.

#### Who we share this information with

## PRIVACY NOTICE

### Brent Knoll and Watergate Co-operative Trust

We routinely share this information with:

- outside consultants working on behalf of the Brent Knoll and Watergate Co-operative Trust
- partner organisations involved in specific projects run by the Trust (such as Watergate School)

#### Why we share Membership information

We do not share information about members with anyone without consent unless the law and our policies allow us to do so.

#### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Data Protection Officer c/o Watergate School, Lushington Road, London SE6 3WG

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; and
- 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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### Security

The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access. We will process, disclose or share your personal data only if required to do so by law or in the good faith belief that such action is necessary to comply with legal requirements or legal process served on us or the Website.

#### Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer: Andrew Taylor c/o Brent Knoll School, Perry Vale, London SE23 2QU



## **PRIVACY NOTICE**

### **Brent Knoll and Watergate Co-operative Trust**

Email: [A.Taylor@brentknollschool.co.uk](mailto:A.Taylor@brentknollschool.co.uk) Tel: 0208 699 1047