

# Austerfield Study Centre

## Privacy Policy - Reviewed in September 2024

### General Data Protection Regulations 2018

#### Our contact details as Data Controller

**Name:** Austerfield Study Centre

**Address:** The Old Primary School, High Street, Austerfield, Doncaster DN10 6SQ

**Phone Number:** 01302 710415

**Email:** [info@austerfieldstudycentre.co.uk](mailto:info@austerfieldstudycentre.co.uk)

**Website:** <https://austerfieldstudycentre.co.uk>

#### The type of personal information we collect

We currently collect and process the following information:

- Name and contact information (address, phone number, email)
- Child's name, date of birth and medical/allergies information
- Photographs only with parental consent

#### How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you for one of the following reasons:

- Online bookings made by you
- Registration forms for Holiday Club or Home Education sessions where the information is required for health and safety reasons.

We do not receive any personal information indirectly.

#### Disclosure of personal information

We may (if required) share this data with other agencies such as the local authority, or emergency services (in case of an accident).

We do not share your data with other third parties.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared.

There are circumstances where the law allows Austerfield Study Centre Ltd to disclose data (including sensitive data) without the data subject's consent. These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a Individual/Service User or other person
- c) The Individual/Service User has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion

f) Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

### **Processing of personal information**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: [info@austerfieldstudycentre.co.uk](mailto:info@austerfieldstudycentre.co.uk)

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

### **How we store your personal information**

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

It is Austerfield Study Centre's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

Austerfield Study Centre regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. Austerfield Study Centre intends to ensure that personal information is treated lawfully and correctly. To this end, Austerfield Study Centre will adhere to the Principles of Data Protection, as detailed in the General Data Protection Regulations 2018.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request, we have one month to respond to you.

If you wish to make such a request please contact us at:

**Austerfield Study Centre The Old Primary School, High Street, Austerfield, Doncaster DN10 6SQ**

**Phone Number: 01302 710415**

**Email: [info@austerfieldstudycentre.co.uk](mailto:info@austerfieldstudycentre.co.uk)**

How to complain If you have any concerns about our use of your personal information, you can make a complaint to us at the above address.

You can also complain to the ICO if you are unhappy with how we have used your data.

**The ICO's address:**

**Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

**Helpline number: 0303 123 1113**

**ICO website: <https://www.ico.org.uk>**

### **Contact forms and Cookies**

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.