

DATA PRIVACY NOTICE

Side by Side (Children) Limited Side by Side Special School

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by UK GDPR. [please see our UK GDPR policy for full details]

Who are we?

Side by Side (Children) Limited is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Side by Side (Children) Limited complies with its obligations under the UKGDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- Process your application for paid, voluntary or work-experience placements.
- Maintain accurate records as required by statutory authorities including OFSTED, Inland Revenue and any other relevant governmental agencies.
- Manage our employees and volunteers.
- To keep our employees and volunteers up to date with information regarding the organisation.

What is the legal basis for processing your personal data?

- Consent from the data subject is provided through the completion of a consent form.
- Processing employee information for the organisation to be able to enter into a contract
- Processing employee and/or volunteer information as required for compliance with the organisation's legal obligations as outlined by the Independent School Act, Inland Revenue, Department of Education, OFSTED and/or other relevant governmental/statutory agencies.
- Failure to provide this data processing will result in the organisations inability to perform its legal responsibilities to successfully conclude the employment or voluntary position of a candidate.
- There will be no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the relevant staff from within the organisation who manage personnel responsibilities. We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data??

We keep your personal data for no longer than reasonably necessary for a period once you

have left the organisation in order to fulfil our requirements relating to safeguarding, employment related issues e.g. potential legal claims/complaints.

Your rights and your personal data

Unless subject to an exemption under the UKGDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Side by Side (Children) Limited holds about you;
- The right to request that Side by Side (Children) Limited corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Side by Side (Children) Limited to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). *This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Personal Data obtained through a Third Party

If the personal data is not obtained directly from the data subject, Side by Side (Children) limited will provide the data subject with the following additional information within 1 month of having received their personal data: -

- The categories of the personal data you are processing; and
- The source from where the personal data originates and whether it came from publicly accessible sources

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact SBS's Data Protection Officer (DPO) Mr G Lebrecht.

Please read our full policy for more details.

Information Commissioners Office

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Appendix

The following paragraph will be included in all staff application forms as well as any other occasion where new consent would be required in line with UKGDPR.

DATA PRIVACY FORM

Consent

By signing this consent, you are confirming that you have read the Data Privacy Notice (on our website) and that you consent to Side by Side (Children) Limited holding and processing your personal data for the purposes noted in the notice.

I also consent for my personal data to be used for the following additional purposes (please tick the boxes where you are happy to grant consent): -

☐ *To keep you informed about news and information about the organisation;*

- By email [] by text [] by post [] by phone []

☐ *Photographs, video and other images used for the purpose of organisational publicity material*

NAME

ADDRESS

TELEPHONE

Email address

Where you do not grant consent for the additional purposes we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting a member of the Senior Management Team. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.