



PRIVACY POLICY RELATING TO THE GENERAL DATA PROTECTION REGULATION (GDPR) (EU) 2016/679

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Tracy Brookes, Finance Manager at Our Place Schools (2008) Ltd ("The Company").

This privacy policy sets out the way we process your personal data and this privacy policy indicates how we use data collected for the legitimate purpose of:

- Considering candidates for full time, part time or agency employment with the Company
- Maintaining up-to-date personnel records of full time, part time or agency employees
- Contacting, corresponding with and servicing of clients and local authorities
- Contacting, corresponding with and dealing with suppliers
- Safeguarding and maintaining relevant information on young people in our care

How we collect your information

We may collect personal data in a number of ways, namely:

- Directly from you, when you fill in a job application
- When you make enquiries through the contact page on our website
- When you provide information via hard copy or email correspondence
- When you interact with us during normal business practice
- From a local authority who has referred a potential resident for placement

The types of information we collect

We may collect the following types of personal data:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- DBS certification
- Financial information, including Direct Debit details;
- Information which you provide to ask for a response to referrals
- Information provided on placements including but not limited to full name, gender, date of birth, conditions relating to particular needs, health, medical condition, medication requirements, likes / dislikes, parental contact details

We may also collect other data which we deem necessary to ensure your safety on site or any special requirements needed to ensure access to relevant areas.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use personal data for the following purposes:

- Communication on developments and news about the Company that we think may be of interest to you;
- Reporting on progress and development of our young people
- Taking action at appropriate times on employee milestones (probationary periods, retiring age, etc.)
- Fulfilment of orders for goods and services
- Research and statistical analysis of trends in referrals
- Passing on information to third parties but only where this is necessary for legitimate interests (or the legitimate interests of a third party), and only when we have your consent.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Venue.

Examples of these essential service communications are:

- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
- Mailings to up-date you on changes in our Ofsted registration and potential room capacity.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 01886 833378

Email: financemanager@ourplaceschools.com

Post: Our Place Schools, The Orchard, Bransford, Worcester, WR6 5JE

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees and volunteers, for the purposes of working with you
- Our contractors and suppliers, where you are involved in commercial activities with them
- Commissioning Local Authorities

How long is information is kept?

We keep your personal data only for as long as necessary for each purpose we use it. For most data, this means we retain it for as long as is required to maintain any commercial arrangement.

We are required by Ofsted regulations to maintain records on our residents for a period of 75 years from the date of them leaving our care. We maintain records on our employees for a period of 15 years from the date of them leaving employment.

How data is stored

Electronic data

Electronic data is stored securely on our in-house server.

Access to this is password protected and can only be accessed by relevant staff (e.g. personnel data can only be accessed by HR staff; local authority data can only be accessed by senior care and education staff)

Mailing list data for our newsletters are stored on an encrypted cloud based folder which is password protected.

We use an email automation platform to distribute our newsletters. They are Mailchimp, who store data securely and do not share the information with other clients.

To view the Mailchimp Privacy Policy go to <https://mailchimp.com/legal/privacy/>

Hard Copy Data

Hard copy data is stored in a filing system stored in a room that is securely locked when not in use.

Rights under the GDPR Regulations

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply (as in the case of the requirement by us to hold past residents' data).

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Sandra Jones.

- by email: financemanager@ourplaceschools.com
- by telephone: 01886 833378
- or by post: Our Place Schools, The Orchard, Bransford, Worcester, WR6 5JE

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.