

# THE PRIORY LEARNING TRUST

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

We only collect and use your personal information when the law allows us to. Most commonly, we use it where we need to:

Less commonly, we may also use this personal information where:

life) Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.

Some of the reasons listed above for collecting and using your personal information overlap, and

### Collecting this information

Some of the information we collect from you is mandatory, and in some cases it is optional.

Whenever we seek to collect personal information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

We will only collect the data that we need in order to fulfil our purposes, which are set out above.

### Storing this information

Where personal information is relevant to our contract with you, we keep it according to our record retention schedule and our statutory obligations.

We also keep personal information about you, your representatives, employees and agents whenever you/they visit our school. We may keep it beyond the visit if this is necessary in order to comply with our legal obligations.

Our record retention schedule sets out how long we keep this information.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### Who we share this information with

We do not share information about suppliers or their representatives, employees or agents without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

them for (such as academic websites for study purposes. Full details contained within our Data Protection Policy)

### Transferring data internationally

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

### Your rights

#### How to access personal information we hold about you

##### subject access request

that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

any consequences of this -making is being applied to the data, and

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

#### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

end direct marketing  
a computer or machine, rather than by a person)

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## Suppliers Privacy Notice



If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.