



## 50<sup>th</sup> Anniversary Publication Privacy Notice

This privacy notice has been written to inform people of Kirkby and Great Broughton Church of England Voluntary Aided Primary School about how and why we process your personal data in relation to our celebratory publication.

### **Who are we?**

Kirkby and Great Broughton Church of England Voluntary Aided Primary School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Mrs McCormick Headteacher

Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA  
[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk) // 01904 554025



*Please ensure you include the name of your school in all correspondence.*

### **What personal information do we collect and why?**

To celebrate our 50-year anniversary, we are publishing a book to commemorate the history of the school. The publication will be available for purchase within the local area.

Throughout the summer of 2024, we invited alumni to contribute to this publication by sharing your memories and stories from your time at the school. We did this by publishing information on our website, social media and in local publications. We have also sourced information that we already hold which has been created during the lifetime of the school. This includes photographs of our alumni and other historical information such as architecture plans and newspaper cuttings etc.

This means information from your time at the school (such as photographs) may be published in the book, though we have taken steps to respect the privacy of our former pupils.

### **What is our lawful basis for processing your information?**

To process personal information for the purpose outlined above, we are relying on Article 6(1)(f) - legitimate interests as it is within the school's legitimate interests to celebrate this historical milestone and raise funds from the publication. We have taken care to process the information in a way which is reasonable and proportionate.

### **Who do we obtain your information from?**

The information used was collected by the school, during a pupil's period of education with us.

### **Who do we share your personal data with?**

We have sourced assistance from the Kirkby Historical Society to help us collate the information and publish the book. We have also enlisted a printing company to print physical copies of our book.

Once published, the book will be made available publicly to anyone who may be interested in purchasing a copy.

### **How long do we keep your personal data for?**

The information we have used to produce this book has been preserved for historical purposes. We will keep a copy of the book and materials used for as long as is reasonably necessary to fulfil this purpose.

### **What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.

- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you wish to object to the use of any of your information (such as photographs), please contact us using the details provided above by October 20<sup>th</sup> 2024. Please note, once the book has been published, we will be unable to control its dissemination or recall copies which have been published and purchased.

If you have any concerns about the way we have handled your personal data in relation to this publication or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

### **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 27.9.24