

Privacy notice – schools

Last updated 1 April 2019

In order to deliver our services to your school, it is necessary for us to collect some personal data from you. We will collect the personal data of the relevant contacts at your school from the representative of your school who arranges our services.

The legal basis that we will use for processing this data is our legitimate interests, namely the delivery of workshops and/or training at the school where you are employed. We will only use this data as required to deliver the services. We will not sign you up to receive any of DRM's marketing communications unless you give us your explicit consent to do so. If you do give your consent to direct marketing, you can withdraw this at any time without affecting any of your other rights.

We are committed to only retaining your data for as long as is necessary. We will retain your data for up to two years following the hosting of the most recent relevant event at your school or, if we do not host an event at your school, for up to two years following your most recent enquiry relating to a prospective event. Any emails that you send to us will be archived after two years and securely deleted after six years.

We will share your personal information with our suppliers, who we engage to process data on our behalf (e.g. our database provider). Such processing is conducted under relevant Data Processing Agreements. We may also need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation. We will never sell your data, or share it with any other organisations other than as above without your express, prior consent.

We will transfer some personal data to a data processor within the United States of America in order to raise an invoice, where this is applicable. We will only transfer your data where an appropriate safeguard is used in line with applicable data protection legislation. This includes transfers to the US in accordance with the processor's certification under the EU-US Privacy Shield and transfers made pursuant to the standard contractual clauses approved by the European Commission, details of which can be found at https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en. We will also ensure that our processor maintains adequate safeguards when it processes your personal data. The data that we transfer will be limited to that necessary in order to raise an invoice: the place of work, name and email address of the contact and finance contact.

In accordance with relevant data protection legislation you have the right to:

- access data that we hold about you;
- rectify data we hold about you that is inaccurate;
- erase data that we hold about you;
- restrict or limit the way that we process data about you;
- object to our processing of your personal data.

For any further information about DRM's commitment to data protection, or if you wish to exercise any of your rights, please contact:

Will Fletcher, Head of Operations
Diversity Role Models, St Anne's Church, 55 Dean Street, London, W1D 6AF
will@diversityrolemodels.org
020 3795 9198

You have a right to lodge a complaint with the Information Commissioners' Office about the way DRM is processing your information. Further information about this can be found on their website: www.ico.org.uk.

