

Privacy notice – schools

Last updated 24 May 2018

In order to deliver the contracted services to your school, it is necessary for us to collect some personal data from you. The legal basis that we will use for processing this data is the contract between our two organisations. 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.

We are committed to only retaining your data for as long as is necessary. We will retain it for as long as you or your employer continues receiving DRM services, or continues to enquire about DRM services. Where you have ceased to receive or enquire about DRM services, we will retain your data for up to two years. 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 ensure that they maintain adequate safeguards for personal data in line with relevant data protection legislation. 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.

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.