

GSAL Privacy Notice – visitors and general public

The Grammar School at Leeds, as a data controller, is committed to ensuring that the personal data of all visitors and members of the general public is handled in accordance with the principles set out in the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

When you visit the school or its premises or attend our events we may collect, store, and process the following categories of personal data about you: personal contact details such as name, title, addresses, telephone numbers, and email addresses; and potentially: car registration details; emergency contact information; copies of identification documents; bank account details; health and medical information; dietary requirements, information about disabilities you may have and other personal details included in written communications, or other information that you might provide to us. We may also collect and processes images such as CCTV images, video and photographic images.

The purposes of our holding this information are to manage visitors and events, to fulfil our legal obligations (e.g. health and safety legislation), to prevent or detect unlawful acts, ensure equality of treatment, and to process payments for goods or services purchased from us. Most processing is based on our legitimate interests in running a business and fulfilling orders/requests. The amount of personal information shared within GSAL will be no more than is reasonably necessary. The school will hold your personal data only as long as is necessary for the purposes it was collected for. The school has a Data Retention Schedule which outlines how long different data is held.

We may disclose personal data about you to various third parties including; service providers (e.g. caterers, ticketing providers, database/website/email service providers); the press and media; our business/professional advisers; and in some circumstances the emergency services, health and safety executive and similar organisations. We will not disclose personal data without a good reason and a lawful basis. Some service providers (e.g. MailChimp and EventBrite) may hold personal data about you outside of the UK. We will ensure that international transfers have appropriate safeguards in place such as an adequacy decision or model clauses. For further information about any international transfers please contact us as set out below.

The GDPR provides rights for data subject which include: the right of access to and rectification or erasure of personal data or restriction of processing or to object to processing as well as the right to data portability. Where processing based on consent you have a right to withdraw that consent at any time. You also have the right to make a complaint to the Information Commissioner's office about any aspect of how we are handling your data. If you would like to exercise any of these rights, please contact the Data Protection Officer, Data Protection People dpo@gsal.org.uk (or by post to: 'care of' Data Protection People, The Grammar School at Leeds, Alwoodley Gates, Harrogate Road, Leeds, LS17 8GS).