

## **THE LATYMER FOUNDATION AT EDMONTON**

### **ARCHIVE - PRIVACY NOTICE**

#### **WHO WE ARE**

The Trustees (“we”) of The Latymer Foundation at Edmonton (“The Foundation”) have created and manage an archive of the history of The Latymer School (“school”) which contains personal information (known as “personal data”) about former pupils and members of staff. Most of the personal data we hold and process will be personal data (in other words, it is information from which you as an individual can be identified).

The Trust’s address is:

The Latymer Foundation at Edmonton  
The Latymer School  
Edmonton  
London N9 9TN

#### **OUR DATA PROTECTION OBLIGATIONS TO YOU**

We will collect, store, and process personal data about former pupils and members of staff of the school and recognise the need to treat personal data in an appropriate and lawful manner in accordance with the applicable data protection laws.

#### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

Depending on the circumstances we may hold some or all of the following information about you:

- Your name and date of birth.
- Address details relevant to your period at the school.
- Your photograph.
- Details of activities you took part in.

- Position(s) you held at the school.

## **HOW DO WE USE THAT INFORMATION**

We need to hold and process your personal data, as it is needed by us to create, administer and manage an archive of the history of the school on behalf of The Foundation. In legal terms that means that we have a legitimate interest in processing your information for this purpose.

Personal data is held on paper and on computer systems. As the “data controller” under the data protection laws, we will process this information fairly and lawfully.

### **Securing information**

We are committed to keeping your personal information secure. We have put in place physical, electronic and operational procedures intended to safeguard and secure the information we collect.

### **When we collect your information**

To create and manage the archive of the history of the school we collect information about you from the school or other people or groups (e.g. the Latymer Old Students Association “LOSA”).

Information about you may also have been collected when you engage with The Foundation either by contact, submitting a query or enquiry, making a donation or participating in any activity, including fundraising, arranged by or involving The Foundation.

## **PRIVACY NOTICE**

The Foundation has a legitimate interest to create the archive and the General Data Protection Regulations sets out an exemption to the necessity for us to provide a privacy notice to every data subject where the provision of such information proves impossible or would involve disproportionate effort, in

particular, as in our case, for archiving purposes in the public interest. The Foundation accordingly has produced this privacy statement which it posts on the school website. If we make any change to any of the ways we process personal information for our archiving purposes we will update this notice on the school website at [www.latymer.co.uk/archiveprivacynotice](http://www.latymer.co.uk/archiveprivacynotice) so please check regularly for updates.

## **WHO DO WE SHARE IT WITH?**

The Foundation will be making the archive available to third parties in the following ways:

- To the school in order for it to locate the dates that a former pupil or member of staff attended the school;
- To LOSA who will be able to access the archive to determine details of ex-pupils;
- Via computer terminals at school/LOSA reunions allowing former pupils and staff members to peruse the archive to look for information and photographs of themselves, their friends and their fellow pupils etc; and
- In published form at school events, such as Remembrance Service and yearly school reunions.

## **Keeping information**

We will be keeping your personal information for public interest archiving.

## **Keeping you informed**

The Foundation would like to let you know about our fund raising and other events. From time to time we might contact you (by post, email, phone or SMS text) with information we think might interest you. If you do not wish to receive such information, or at any time change your mind about receiving these communications, please contact The Foundation Office.

## **YOUR RIGHTS CONCERNING YOUR PERSONAL DATA**

- You have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine-readable (namely, digital) format.
- If at any point you believe that the personal data we hold about you is inaccurate or wrong, you can ask to have it corrected.
- You can require us to restrict or limit the processing of your personal data in certain circumstances (for example, while a complaint about its accuracy is being resolved).

Information will generally be provided free of charge, although we can charge a reasonable fee in certain circumstances.

Your above rights are subject to Paragraph 28 of Schedule 2 of the Data Protection Act 2018 and Article 17(3)(d) of the General Data Protection Regulations which relate to the holding of data for archiving purposes and allows us to consider what impact complying with such a request would have on the archive itself.

## **WHO TO CONTACT ABOUT YOUR PERSONAL DATA**

If you wish to:

- See your personal data or exercise any of the rights mentioned above
- OR
- Make a complaint about how we have handled your personal data

Please contact:

### **The Data protection Officer**

The Latymer Foundation at Edmonton  
The Latymer School  
Haslebury Road  
Edmonton  
London  
N9 9TN.

## **Making a complaint to the Information Commissioner's Office (ICO)**

The ICO is the UK body responsible for the enforcement of the General Data Protection Regulation and Freedom of Information Act. It is an independent authority that upholds information rights in the public interest and promotes openness by public bodies and data privacy for individuals.

If you are not satisfied with our response to any query you raise with us, or you believe that we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner, whose help line is : 0303 123 1113.

Notice dated First day of February 2019.