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PRIVACY POLICY

Statement:

This policy sets out how Vista uses and protects personal information and data. Vista is the Data Controller for personal data about service users, employee applicants, event attendees, volunteers, staff and newsletter subscribers.

Vista is a 'not for profit' organisation which supports St Albans Plus Schools' Partnership. We do not trade for commercial purposes and will only disclose information if required by law, if it is necessary to arrange your event attendance or if it is with your consent.

This policy was created in May 2018 to show that we are adhering to the new General Data Protection Regulation which comes into force May 2018.

Our ICO registration number is **ZA354653**

Service Users:

If you request or enter our service via a Service Agreement we may save the details you share with us on our database. This way, if we get in touch with you in future we can refer to previous communication. We will not contact you or share your details without asking for your consent.

Communication:

Vista uses Gmail which is compliant with GDPR.

Event Attendees:

When you attend a Vista event we may need your child's name, your name, email address, address, medical information, telephone number and in some cases your payment details. We will use this information solely for the purpose of administering the event or service. We delete event attendance data every two years.

Employees, volunteers and job applicants:

If you apply to work for Vista we will only use the information you give us to process your application and to monitor recruitment statistics. If we need to disclose information to someone outside Vista, if we need a reference or need a disclosure from Criminal Records Bureau we will ensure you are informed beforehand.

If your application is unsuccessful we will hold your personal information for one year after we've finished recruiting the post you applied for. After this date we will destroy or delete your information.

If you begin employment or a voluntary role with us, we will put together a file about your employment. We keep the information in this file secure and will only use it for matters that apply directly to your employment.

Once you leave our employment we will keep this file for three years unless you request otherwise.

How Data is kept:

- Data is kept in a secure school office.
- Paper data is locked in cabinets and is destroyed after one year. It is shredded.
- Electronic data is kept on a secure server. It is deleted at the end of every academic year unless agreed otherwise.

Your Rights:

As an individual whose personal data is processed by Vista St Albans CIC you have the following rights:

- the right to be informed – which is the purpose of this privacy notice
- the right to access the data we hold about you
- the right to object to direct marketing
- the right to object to processing carried out on the basis of legitimate interests
- the right to erasure (in some circumstances)
- the right of data portability
- the right to have your data rectified if it is inaccurate
- the right to have your data restricted or blocked from processing

To exercise any of these rights please contact us directly and speak to the Data Controller.

If you are not happy with the way we have handled your data and are unable to resolve the issues with us personally, you can complain to the ICO.