



**GDPR NOTICE**

## GENERAL DATA PROTECTION NOTICE

### 1. What we need

Our General Personal Data Protection Policy governs the use and storage of your data. KWEST Multi Academy Trust is a Controller of the personal data you the data subject provide us. We collect and use your personal data to administer our relationship with you, including to respond to your enquiries or complaints, to provide our products and services to you, to manage our contracts with you, to inform you about our products and services, partners, promotions and events, to administer and improve our services, to respond to requests from authorities, to comply with our contractual and legal obligations, and for other legitimate business purposes. We collect the following types of personal data from you:

- For Clients:
  - first name
  - surname
  - full addresses details
  - business address details
  - phone numbers
  - email addresses
  - financial and payment data such as banking details, invoices and payment terms as well as any personal data for fulfilling and legitimate processing billing information
  
- For Employees:
  - name
  - address
  - email
  - date of birth
  - bank details
  - contact number
  - passport/photo ID
  - drivers licence
  
- Suppliers and Third Parties:
  - name
  - address
  - email,
  - bank details
  - contact number

## **2. Why we need it**

We need your personal data in order to provide you with the following services:

- Sales and Services
- Delivery of Product
- Personalisation of content, business information or user experience
- Account set up and administration
- Delivering marketing and events communication
- Legal obligations (e.g. prevention of fraud)
- Meeting internal audit requirements
- Provision of marketing news
- Marketing of Products and services
- Invoicing
- Processing of Payroll
- HR functions

## **3. What we do with it**

Your personal data is processed in KWEST Multi Academy Trust, KLIC, 1 Innovation Drive, King's Lynn, PE30 5BY. Hosting and storage of your data takes place in KWEST Multi Academy Trust. Whenever KWEST Multi Academy Trust uses a third-party supplier or business partner to process personal data on its behalf, The Data Protection Officer will ensure that this processor will provide security measures to safeguard personal data that are appropriate to the associated risks. For this purpose, the Processor GDPR Compliance Questionnaire will be used. We will establish a data sharing agreement with the supplier or contractor, to ensure the fair and lawful processing of any personal data we share.

Your personal data may be disclosed to third party service providers, acting on our behalf, in connection with managing services, data analytics, finance, and accounting or other administrative services and information technology support. These third party service providers will have access to – and process personal data only on our behalf and under our instructions and will be held to appropriate security obligations.

A list of such partners could be provided to Customers upon request provided there is a legitimate reason

## **4. How long we keep it**

In terms of GDPR and the Data Protection Act 2018, we are required to keep your documents according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information. Please see Data Retention Policy for more information on our personal data retention schedule.

## **5. What are your rights?**

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us through the contact details as given whereupon you will be sent a Data Subject Access Request Form.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Officer at [KWESTDPO@brigantia.com](mailto:KWESTDPO@brigantia.com) or in writing to KWEST MAT, KLIC, 1 Innovation Drive, King's Lynn, PE30 5BY. Our Data Protection Officer will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the ICO and file a complaint with them.