

## **Privacy Statement**

In order for us to provide a service we may need to collect, process or have access to personal data for correspondence and safe guarding purposes. In any event, St Paul's School for Girls are committed to ensuring that the information we have access to is appropriate for this purpose, and does not constitute an invasion of one's privacy.

At times it might be necessary for us to pass on this information to third parties and these are obliged to keep details securely, and to use them only to fulfil the service they provide on our behalf.

Any service we provide where personal data is passed on to third parties will be discussed in the Service Level Agreement (SLA) beforehand, and consent will be obtained.

St Paul's School for Girls will process (collect, store, use or access) personal data in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep information accurate, up-to-date, secure, and not keep it for longer than is necessary.

All staff at St Paul's School for Girls have committed to safe and secure processing of personal data in line with the GDPR through the school's 'Acceptable Use Agreement'. All staff at St Paul's School for Girls are fully aware of the GDPR regulations and will adhere to policy where their role might require access to the personal data, both within our own organisation and also others.