

Sevington Victorian School

Privacy Policy

Sevington Victorian School is committed to protecting and respecting your privacy. This policy sets out how we use any personal data we collect from you or that data you provide to us in accordance with the [The Data Protection Act 2018](#) General Data Protection Regulation (GDPR).

Data Protection Contact

Karen McCormack
Sevington Victorian School,
Sevington,
Grittleton,
Chippenham,
Wiltshire SN14 7LD

Email: enquiries@sevingtonvictorianschool.co.uk

Tel: 01249 783070 (Please note that this number is not always manned.)

1. What information do we collect?

Sevington Victorian School collects personal information such as name, address, email address and occasionally bank account details.

2. How is it collected?

Sevington Victorian School collects identifying information via forms completed for becoming a Friend of Sevington or becoming a volunteer at Sevington.

3. How will we use the information?

Sevington Victorian School will only use your information for the purpose it was collected.

Sevington Victorian School will not share the information with other third parties.

4. How will we store the information?

The personal data collected by Sevington Victorian School will be stored and processed in the UK in electronic or paper format.

The data will be stored in a secure environment.

5. Keeping your personal data

Sevington Victorian School may be required to keep specific records to fulfil statutory requirements.

6. Your rights

Your rights regarding personal data we store on your behalf include:

- access to copy of your personal data we hold.
- requesting that we do not send you direct marketing material.
- requesting that inaccurate personal data be corrected, blocked or deleted.

You can exercise your rights at any time by contacting Sevington Victorian School using the information within this policy.

Policy reviewed: July 2023