

# Privacy Policy

## **Who are you and what is the purpose of this notice?**

We are Bayside School and we are at 43 North Mole Road, Gibraltar.

This Privacy Notice aims to provide you with information on what personal data we collect about you, what we do with that information and why we do it, who we share it with, and how we protect your privacy.

Bayside School's Headteacher, Gaynor Lester, is the data controller for the purposes of this digital portal and your interactions with us.

It is important that you read this Privacy Notice together with any future notice we may provide so that you are fully aware of how and why we are using your personal data.

## **What information do you collect about me?**

In order to respond to your queries when you submit a form in the contact page, we collect your first name, surname and email address. This information is kept in the email address [enquiries@baysideschoolgibraltar.gi](mailto:enquiries@baysideschoolgibraltar.gi) and deleted once the query has been dealt with or after 3 months, whichever occurs first.

Some information also gets collected automatically by our digital portal when you use it. This is exclusively the following:

- Whether you have logged directly onto our website or whether you have been referred to our website via a different site.
- Which pages in the website you visited
- How many pages you visited
- The top pages visited each month

We do not collect any specific information about each user.

## **Cookies**

You can find further information about our cookie policy by accessing <https://www.gibraltar.gov.gi/cookie-policy> .

### **What gives you the right to use my information?**

We will only use your personal data when you have provided it to us to make an enquiry. Our lawful basis for processing your personal data is Article 6(1)(e) of the Gibraltar GDPR, which allows for processing that which is necessary for the performance of a task carried out in the public interest.

### **How do you keep my information safe and secure?**

Under the Data Protection Act 2004 and the Gibraltar GDPR, strict principles govern our use of personal data and our duty to ensure it is kept safe and secure.

Please rest assured that we have put in place appropriate security measures (such as password protection and access restrictions) to prevent your personal data from being accidentally used or accessed in an unauthorised way, altered or disclosed.

All our records are restricted so that only those individuals who have a need to know can access the information, in this case to respond to the emails sent by the user.

### **Who do you share my information with?**

We do not normally share or disclose your personal data with any third parties. However, we may share when necessary to assist in the prevention, investigation, detection or prosecution of criminal offences, and in order to prevent fraud or assist in the recovery of public debt.

In order to ensure protection of your personal details we also have appropriate access restrictions and audit trails in place so that no one has unauthorised access to your personal data.

### **How long do you keep my information?**

The personal data we collect is the information collected when you submit a query to our contacts page. We will only retain that email as long as reasonably necessary to respond to the query. It will be deleted once the query has been dealt with or three months, whichever comes first.

Please note that retention periods may be extended if we reasonably believe that there is a prospect of litigation in respect of our relationship with you.

### **What privacy rights do I have?**

Under data protection law, you have certain rights in relation to the personal data that we hold about you. You may exercise these rights at any time by contacting us using the details at the end of this Privacy Notice.

It may not be possible to agree to your request, if the need to keep the record is of significant importance. If this is the case, we will explain the reason for this to you.

You have the right:

- to ask us to confirm whether we hold any of your personal data and request a copy of any personal data that we hold about you. The process of asking for access to your personal data is known as a Data Subject Access Request (“DSAR”);
- to delete (in as much as is possible in the specific circumstances) any of your personal data;
- to ask us to stop processing your personal data. However, there are exceptions; for example, we do not have to comply with your request if it is necessary to keep your information in order to perform tasks that are in the public interest for the purposes of establishing, exercising or defending legal claims;
- where we process your personal data on the basis that you have given us your consent to do so, withdraw your consent at any time.

### **How can I contact you with any questions or concerns?**

We aim to meet the highest standards when collecting and using personal data. We encourage people to bring questions and concerns to our attention and we take any complaints we receive seriously.

If you have any questions about this Privacy Notice or any of our privacy practices, or if you want to exercise any of your privacy rights, please contact our support team by emailing us on [enquiries@baysideschoolgibraltar.gi](mailto:enquiries@baysideschoolgibraltar.gi)

Alternatively, you can contact our Data Protection Officer on:

Email: [dpo@gibraltar.gov.gi](mailto:dpo@gibraltar.gov.gi)

Postal address: 7.3.03 Europort, Gibraltar, GX11 1AA

If you are not satisfied with our response, you may wish to raise your concerns or make a complaint to the Gibraltar Regulatory Authority:

Email: [privacy@gra.gi](mailto:privacy@gra.gi)

Postal address: 2nd floor, Eurotowers 4, 1 Europort Road, Gibraltar

Telephone: +350 20074636