



GDPR PRIVACY NOTICE

In accordance with the General Data Protection Regulation (GDPR), Catherine Caldwell Education Consultancy Limited is committed to the privacy of your personal data.

Key information:

Catherine Caldwell Education Consultancy Limited.
Limited Company registered in England: 10203091.

Who processes your information?

Catherine Caldwell is the data controller and data processor of the personal information you provide.

What personal data is collected?

Data collected and processed, depending on the relationship with me, may include:

- Personal contact details (email address, telephone number, job title);
- Personal business details (address, business name, payment information);
- Pupil assessment information (if requested to be recorded by the school or education related organisation);
- Class, year group and/ or key stage assessment information (if requested by the school).

How data is collected?

Data is collected when an individual and/ or organisation makes contact with me via telephone, email or verbally in person.

If contact is made via the contact form on my website, the personal data transmitted by the sender (data subject) is automatically stored. Such personal data submitted on a voluntary basis by the sender is stored for the purpose of processing or contacting the sender (there is no transfer of this personal data to third parties).

Why do I collect and use your information?

Under the GDPR, I must have a lawful basis for using personal data. The personal data collected and processed for the following reasons:

- To contact, correspond and supply my services to you (schools/ education related establishments and other business related organisations);
- To deliver and fulfil the consultancy work requested;
- To support school improvement activities, including pupil assessment;
- To assess the quality of my service;
- To fulfil statutory and legal requirements, where a contract requires.



The lawful basis for processing your data will include one or more of the followings:

- Consent: clear consent for the processing of personal data for a specific purpose;
- Contract: processing is necessary for the contract we have or because you have asked me to take specific steps before entering into a contract;
- Legal obligation: processing is necessary for compliance with the law;
- Public task: processing is necessary to perform a task in the public interest or for official functions (function has a clear basis in law);
- Legitimate interest: processing is necessary for your legitimate interests.

How long is the data stored for?

In accordance with the GDPR, personal data is not stored indefinitely and is only stored for as long as is necessary to complete the task for which it was originally collected.

Further information on data sharing, storage and access are within the data protection policy.

Who will the information be shared with?

Personal data will not be shared beyond the business and educational organisations that have requested the original tasks and are fully aware of the data they are entitled to access. I will not share your data with any third parties without your consent, unless the law allows me to do so. I will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

How can you access your data?

You have the right to: be informed about how Catherine Caldwell Education Consultancy Ltd uses your data; request access to your data; request that your data be amended and request that your personal data is erased. If you want to know what personal data I have about you, you can ask for a 'subject access request'. I will respond to your request within 28 days, and in any case, not more than one month of receiving it.

To contact me about anything to do with your personal data, please use the following details:

- Email address: catherine@catherinecaldwell.co.uk
- Telephone number: 07913177129
- Postal address: 51 Harewood Crescent, North Hykeham, Lincoln LN6 8JG