**SCHOOL DATA PROTECTION OFFICERS LIMITED - PRIVACY NOTICE**

SDPO Limited is committed to ensuring that Customers’ privacy is protected. This privacy policy sets out how the Company stores and uses any information that a person gives when joining as a Customer of the Company and how that information will be stored, protected and disseminated. Any information provided by customers to the Company, that enables individual Customers to be identified, will only be used in accordance with this privacy policy.

This policy and any amendments to it will be established by the Company and will be subject to ratification at the Annual Meeting of Directors.

The Directors and Board are, collectively and separately, custodians of this policy and responsible for the timely and efficient implementation of its provisions. The Company will appoint a Privacy Officer responsible for, inter alia:

1. Providing advice and guidance as required.
2. Creating and maintaining, and as instructed destroying, data records.
3. Drafting data policies and procedures.
4. Acting as the first point of contact for all matters of data policy.

**Data flow, collection and storage**

The Company Requests, collects and stores the following customer details:

Name, title, postal and email addresses and telephone number(s).

Any other reasonable information to enhance the service to Customers. If received this will be treated in the same way as any other personal data.

Customers on engaging the Company will be required to give their written consent for:

a. Their data to be held and stored securely on the Company’s electronic database.

b. Their data to be included in a *Confidential* Excel customer list.

1. For them to be contacted by one or all means of electronic, postal, SMS text and telephonic communications.

The Company collects and stores this information for the following purposes of:

1. Internal record keeping and administration purposes.
2. Establishing and maintaining a record of customers.
3. Managing the company diary.
4. Responding to enquiries and requests from customers.

**Security and Confidentiality**

The Company is committed to ensuring that Customers’ information is secure. This includes storage on computers, laptops, and portable devices.

Customers’ data is stored on a suitably encrypted and fire-walled electronic database which is in the general custody of the Directors.

Neither the Company nor its employees will not divulge individual Customer’s information without that Customer’s express written permission.

**Subject Access Requests**

Customers may request of the Company, in writing, details that the Company holds on them. The object is to give Customers individual access to allow them to check what is being held and that it is accurate.

The deadline for these requests is 30 days from the date of the request being received.

**Disposal**

Details of former Customers of the Company will be maintained in a Past Customers archive for a period of ten years.

After 10 years, only the name of an individual Customer and their last known postal address will be retained.