

Sullivan Upper Prep Parent's Association - SUPPA

Privacy Policy



Our privacy notice explains how we collect and process your Personal Data and the rights you have under the General Data Protection Regulation (GDPR)

The objective of the SUPPA is to advance the education of pupils at the school by and assisting in the provision of facilities for education at the school not normally provided by the Department of Education for Northern Ireland and as ancillary thereto.

SUPPA runs various events and initiatives, in support of Sullivan Prep and its pupils, which require the collection of personal data. As part of our work we may collect personal information like your name and contact details, such as phone, email or postal address. Payment details may also be collected – bank account number, sort code, card details.

This privacy notice explains the legal basis for us collecting and using this information and also your rights.

We are the “data controller” for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

Personal Data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

We use your Personal Data for the following purposes:

- To manage the membership of SUPPA and the participation of children, parents/guardians in our events.
- For health and safety of the participant in PTA clubs and events.
- To inform you of news, events, activities or services which we think you might like to hear about.
- To notify winners of events and competitions.

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required in order to provide the services we offer.

We keep your Personal Data for the duration of the time required to manage your membership and any events/initiatives. We will securely destroy all personal data once we have used it and no longer need it.

Unless we have an exemption under GDPR, you have the following rights with respect to your Personal Data:

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse.

If you have further questions about how your personal information is collected or used, please contact us: SUPPA, Sullivan Upper School Prep Department, 1 Alexandra Park, Hollywood BT18 9EP. Email: sullivanprepparentsassociation@gmail.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows: The Information Commissioner's Office – Northern Ireland 3rd Floor 14 Cromac Place, Belfast BT7 2JB Telephone: 028 9027 8757 / 0303 123 1114 Email: ni@ico.org.uk