



**Altwood**  
Church of England School

ICO Registration



## Data Protection Register - Entry Details

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**Registration Number: Z3213505**

**Date Registered:** 04 July 2012    **Registration Expires:** 03 July 2018

**Data Controller:** ALTWOOD CHURCH OF ENGLAND SCHOOL

**Address:**

ALTWOOD ROAD  
MAIDENHEAD  
BERKSHIRE  
SL6 4PU

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**This register entry describes, in very general terms, the personal data being processed by:**

ALTWOOD CHURCH OF ENGLAND SCHOOL

**Nature of work - Academy**

**Description of processing**

The following is a broad description of the way this organisation /data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

**Reasons/purposes for processing information**

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintaining our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

**Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances

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- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

## **Who the information is processed about**

We process personal information about:

- employees
- students and pupils
- professional experts and advisers
- members of school boards
- sponsors and supporters
- suppliers and service providers
- complainants, enquirers
- individuals captured by CCTV images

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government
- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers

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- financial organisations
- press and the media

## **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.