



Bedford Educational Association

Privacy Notice

Last updated: 28 May 2020

The Bedford Educational Association (Charity Number 307529) (the “**BEA**”) respects your right to privacy. This Privacy Notice explains who we are, how we collect, share and use personal information about you, and how you can exercise your privacy rights. By providing us with your personal information, you will be agreeing to your information being used in the ways described in this notice.

If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Notice.

What does the BEA do?

The BEA is a charity that offers grants for educational purposes across Bedfordshire. For more information about the BEA, please see our website at www.beacharity.co.uk.

What personal information does the BEA collect and why?

Personal information is information that can be used to identify you. The personal information that we may collect about you or your child(ren) broadly consists of the information provided by you to us as part of your application. This may include:

- Applicant Name
- Address
- Email address
- Date of Birth
- Name of child/children (and where applicable school, and year group)
- Financial information (to include payslips, mortgage details, etc)

From time to time, we may receive personal information about you and your child(ren) from third party sources (including schools and the local authority), but only where we have checked that these third parties either have your consent or are otherwise legally permitted or required to disclose your personal information to us. We use the information we receive from these third parties to help us when assessing the provision of grants.



Legal basis for processing personal information

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, ordinarily we collect personal information from applicants because it is needed to enable us to assess whether or not it is appropriate for the BEA to award an educational grant to the applicant and thereafter to provide the grant monies once we have committed to do so. We may also collect personal data where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms.

Who does BEA share my personal information with?

The BEA does not sell or exchange your data with any third parties. We will only disclose your personal information where we have your consent to do so, or where we are required to do so by law, or to exercise, establish or defend our legal rights.

How does the BEA keep my personal information secure?

We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

Data retention

We retain personal information we collect from you where we have an ongoing legitimate need to do so (for example, to provide subsequent grants or to comply with applicable legal, tax or accounting requirements). When we have no ongoing legitimate need to process your personal information, we will either delete or anonymise it.

Your data protection rights

You have the following data protection rights:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided under the “How to contact us” heading below.
- In addition, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided under the “How to contact us” heading below.



- We do not ordinarily send out any marketing communications, but you do have the right to **opt-out of any future marketing communications** we may send out at any time in the future. You can exercise this right by contacting us using the contact details provided under the “How to contact us” heading below.
- Similarly, if we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Updates to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal, technical or business developments. You can see when this Privacy Notice was last updated by checking the “last updated” date displayed at the top of this Privacy Notice.

How to contact us

If you have any questions or concerns about our use of your personal information, please contact us using the following details: Bedford Educational Association, c/or Rawlinson Pryde, Argent House, 5 Goldington Road, Bedford, MK40 3JY.