

GDPR

How Apple of my Eye Handles your Data

GDPR imposes additional regulations on organisations and gives you extra rights around how your data is used.

Apple of my Eye is the trading name which encompasses Chef de Party it respects the information we hold on our students and families and we take the security of your information very seriously

Please see attached our [Privacy Policy](#) – to give you information on the data we hold on our pupils, what we do with that data and who we share your data with and your new rights under GDPR.

PRIVATE NOTICE

Apple of my Eye are committed to comply with the GDPR Act 2018, once enacted

- Michaela Wright will be known as the 'Data Controller' of the personal data you provide to us. By data controller, this means Michaela Wright determined the purpose and way in which any personal data are or will be processed.
- Teaching staff will be 'Data Processors' and will collect data.

WHAT INFORMATION WE COLLECT FROM YOU

When you register with Apple of my Eye you are entering into a contract with us. You will need to complete a registration form which provides us with personal information such as your:

- child's full name
- parents name
- date of birth
- emergency contact telephone numbers
- Postal address
- Email address
- Academic school attendance

HOW WE USE PUPILS INFORMATION

Data Protection states we are only allowed to use and share your personal data only where we have a proper reason to do so.

Below is a list of ways in which we may use your child's personal information.

- For contact in case of emergency
- Notifying you about any enhancements to our services/classes
- Contact you regarding your child's classes

HOW LONG WE WILL KEEP YOUR INFORMATION

The length of time we will keep your information is the length of time your child spends at Apple of my Eye – once this period has ended it shall be deleted and destroyed safely and securely.

YOUR RIGHTS

You are entitled to request the following from Apple of my Eye:

- Right of access – to request access to your personal information and information about how we process it.

- Right to rectification – to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- Right to erasure (also known as Right to be Forgotten) – to have your personal information erased.
- Right to restriction of processing- to restrict processing of your personal information.
- Right to object – to object to processing of your personal information.

Apple of my Eye would like to communicate with you, but in order to do so we require your consent. By completing the registration form you are authorising Apple of my Eye to use your information as per our safeguarding policy.