



GDPR Data Collection Statement

Here at Cherry Tree Education we comply with the UK's data protection legislation and the General Data Protection Regulations. We want to tell you that:

- We are registered with the Information Commissioner, and our registration number is ZA425001
- The person responsible for data protection and compliance with the Data Protection Act is Soo Finn, Headteacher (soo.finn@cherrytreeeducation.co.uk)
- If you ever want to know what information we hold about you, you can ask for it (make a subject access request) using the contact details above.
- We are trained in the use and handling of personal information, and we keep all personal information safe, secure and up to date at all times.
- We will tell you how we use your data and give you an opportunity to control what we do with it. You can do this at any time, as often as you like. We will always respect your decision.
- We use personal information for the following reasons:
 - *Carry out our obligations arising from any contracts entered into between you and us*
 - *To advise people about our services and invite them to take advantage of what we offer*
 - *To administer our business and support those who work with us*
 - *To comply with legal or regulatory requirements*
- The kind of information we hold includes:
 - *name and contact details*
- We do not share the information we hold about people with anyone else. For example, we do not buy or sell mailing lists. However, we would disclose information on request to the Police or any other statutory authority or regulator who has a reasonable need for these data to effectively conduct their business e.g. criminal investigations.
- We only keep information about you so that we meet our statutory obligations.
- If you are not happy with how we manage your personal data, you can make a complaint to the Information Commissioner at www.ico.org.uk/concerns or by phone on 0303 123 1113