

St George's Uniform Exchange Privacy Policy

This privacy policy will explain how St George's Uniform Exchange (SGUE) uses the personal data we collect from you when you use our services.

What data do we collect?

- Name and email address
- Name of fee payer, and school fee account number
- Name and school year of pupil
- Occasionally telephone number may be taken if required for follow up
- Occasionally bank details may be taken for payment by BACS if pupil has left St George's
- Occasionally postal address details may be taken for payment by cheque if pupil has left St George's

How do we collect your data?

- You provide SGUE directly with most of the data we collect. We collect and process data when you complete a Sales Form with items to sell to SGUE.
- We may also indirectly receive your data when you contact us via the St George's School office.

How will we use your data?

SGUE collects and stores your data so that we can process your sales items and send payment via credit to the school fee account, by BACS payment or by cheque, for any items sold, once per year.

SGUE will not share your data with any other organisations.

How do we store your data?

We store your data securely in both paper and electronic format.

We will keep your personal information for five years from the date we received it, i.e., five years from the most recent Sales Form submitted.

Marketing

We will not contact you for marketing purposes, nor give your data to other organisations for marketing purposes.

What are your data protection rights?

Every user is entitled to the following rights:

- Access – you have the right to request a copy of your personal data held by the SGUE.

- Rectification – you have the right to request that SGUE corrects any information you believe is inaccurate or complete any information you believe is incomplete.
- Erasure – you have the right to request that SGUE erases your personal data.
- Data portability – you have the right to request that SGUE transfers the data we have collected to another organisation, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: uniformexchange@icloud.com or via the St George's School office:

St George's School for Girls
Garscube Terrace
Edinburgh EH12 6BG
Tel: 0131 311 8000

Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last reviewed in November 2023.

How to contact us

If you have any questions about SGUE privacy policy, the data we hold, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at our email: uniformexchange@icloud.com or via the St George's School office:

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How to contact the appropriate authority

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office here: <https://ico.org.uk/make-a-complaint/>