



## Privacy Notice – Milford Haven School



### Taking Photos during Events

This privacy notice covers how Milford Haven School (as a Data Controller) will collect, use and share your personal data for the purposes of advertisement on social media or our website.

#### Why we need your information (purpose of processing)

We collect and use your personal information so that we can upload and share photos taken during events on our website and social media and occasionally share the picture with the local newspapers.

The information that you provide will be processed according to the UK General Data Protection Regulation and the Data Protection Act 2018.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales ([Audit Wales Privacy and Cookie Policy](#)).

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

#### What personal data is being collected?

The categories of personal data being collected are:

- Photos and Videos

#### What is our lawful basis for processing your personal data?

The UK General Data Protection Regulations (UK GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

#### Who will we share your information with?

We may need to share your personal data with internal departments, other organisations and third parties, this will include:

- Local Newspapers, any organisation involved in the event taking place.

Milford Haven School has a duty to protect the public funds it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by visiting [CIFAS](#).

## How long do we keep hold of your information?

Milford Haven School will only keep your information for as long as is necessary, we will retain the information provided to us for a maximum period of 1 Year and then are deleted from our servers, but we may still use them in our publications after this time.

## Your Rights

Under the UK General Data Protection Regulation and Data Protection Act 2018, you have rights as an individual including:

- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **Erasure** - you may request that we erase your personal data however, this may delay or prevent us delivering a service, or continuing to deliver a service. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to **Automated decision making and profiling**.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [accesstorecords@pembrokeshire.gov.uk](mailto:accesstorecords@pembrokeshire.gov.uk) Telephone: 01437 764551

## Complaints or Queries

Milford Haven School endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Data Protection Officer  
Milford Haven School  
Steynton Road  
Milford Haven  
SA73 1AE

Email: [admin@milfordhavenschool.co.uk](mailto:admin@milfordhavenschool.co.uk)  
Telephone: 01646 690 021

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
Telephone No: 0330 414 6421

**Our Contact Details as Data Controller are:**

Milford Haven School, Steynton Road, Milford Haven, SA73 1AE.

Telephone number: 01646 690 021 or [admin@milfordhavenschool.co.uk](mailto:admin@milfordhavenschool.co.uk)

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

**Changes to this privacy notice**

We keep our privacy notice under regular review.