

# FI-MA1 Website Privacy Notice

18<sup>th</sup> December 2021 (v.1.5)

## Contact Details

Name: George Chan

House: Moretons

Phone No.: (0)7916 898488

E-mail: [19ChanG@harrowschool.org.uk](mailto:19ChanG@harrowschool.org.uk)

## The type of personal information we collect

We currently collect and process the following information:

- The information provided in the sign-up process, including:
  - The provided first and last name
  - The provided password, encrypted with [bcrypt](#)
  - The provided username
  - The provided profile image (“avatar”)
  - The provided account role (“student” or “teacher”)
- Any subsequently submitted user input in the existing website features (Announcements, Tasks, Reads, Notes, Gallery)

We use this information in order to enable the website features mentioned.

We may share this information strictly within the Harrow School community.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting George Chan (above).
- (b) We need it to perform a public task.
- (c) We have a legitimate interest.

## **How we store your personal information**

Your information is securely stored on a MongoDB database owned and maintained by George Chan (above), who is the sole owner of the access credentials to the database.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right of rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to erase your personal information.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Please contact George Chan (above) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us through George Chan (above).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

**Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>