

## Data Protection Statement

### Where Schoolcomms acts as an Agent for the Data Controller

Schoolcomms stores contact details for parents, students and staff on behalf of the school in accordance with the UK Data Protection Act. Our registration number is Z8261740. Schools control their own data.

We advise schools to contact parents and members by letter and tell them about their desire to use Schoolcomms to facilitate communication. They are advised to inform them what data will be collected, how the data will be used and how to opt out. Alternatively, the school can inform the contacts at the data collection stage, or they can use our automated text and email notifications informing them how to opt out.

- Data is stored securely and only transferred over an encrypted connection.
- Data is not shared with any other party.
- The school is regularly reminded to keep the data up to date
- Data is only available for use by the school themselves for the purpose of electronic communication.
- If a contact informs the school that they wish to opt out of electronic communication, then this can be configured in Schoolcomms and no further messages will be sent.
- The minimum data necessary to provide the service is stored. Please see our privacy policy for details at <http://schoolcomms.com/privacy-policy>.
- All data is stored in the UK.
- If a school ceases to be a customer of Schoolcomms then all data is deleted.