



# School DPO Service Privacy Notice

The School DPO Service is the controller for the personal information we process, unless otherwise stated.

There are many ways you can contact us, including by phone, email, and our contact us page

Our postal address:

School DPO Service  
32 Vanda Crescent  
St Albans  
Hertfordshire  
AL15EX

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made a complaint or enquiry to us.
- You have made an information request to us.

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

## Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](#)

## Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](#)

## Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](#)



## ■ Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here.](#)

## ■ Your right to object to processing

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests. [You can read more about this right here.](#)

## ■ Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](#)

If we are processing your information for criminal law enforcement purposes, your rights are slightly different. Please see the relevant section of the notice.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at [office@schoolDPOservice.com](mailto:office@schoolDPOservice.com) if you wish to make a request.