

Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge, Stoke on Trent

tel. 01213266538, 07842020089

website: www.greeksat.org.uk



Receipt of Keys Acknowledgement Form

I _____ confirm that I have received Key(s)

for _____

Before the keys/pass can be issued you are asked to sign the declaration below and acknowledge the conditions of issue.

This is to help carry out the policy of the Greek School of Ayia Triada Birmingham to safeguard children, young people and adults who are vulnerable in its care. The Greek School of Ayia Triada Birmingham is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of the premises.

I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults.

Signed:

Date:

Keys Issued:

- 1.
- 2.
- 3.

These keys/pass/entry code are issued to you under the following conditions.

1. You shall not have any copies made from the keys/pass.
2. These keys/pass should not be lent to anyone else.
3. On completion of your term of office these keys/pass shall be returned to the 'Headteacher' and not handed over to another person.
4. Where entry code numbers are given instead of a key/pass this information will not be given to anyone else.

I accept the above conditions of issue.

Signed:

Date:

A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY in the policy folder of the School WHERE IT WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER.

NB. All information will be held in accordance with current data protection legislation.

Important: Greek School aims to ensure that all personal data collected about staff, pupils, governors, visitors and other individuals is collected, stored processed in accordance with the General Data Protection Regulations (GDPR). Please visit our website for the GDPR policy



Εγχειρίδιο ΕΣΤΑΘΙΣΜΩ Κέντρο
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Keyholder Privacy Notice

1. Why have I been given a privacy notice?

You have been given this privacy notice because you have offered to act as a keyholder for the **Greek School of Ayia Triada Birmingham, Magnet Centre, Park Approach, B23 7SJ**. The Greek School of Ayia Triada Birmingham is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

2. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

How do we process your data?

In compliance with the GDPR, the Greek School of Ayia Triada Birmingham makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary for the keyholder activities.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible (Either Management Board Folder or Policies Folder- this declaration will be destroyed a year after submitting the keys).
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

(Amend or add additional processing activities to fit individual circumstances)

- to maintain an electronic record of those who are willing to act as a keyholder for **GREEK SCHOOL OF AYIA TRIADA BIRMINGHAM** held by **[Headteacher: Dr S. Tryfonos, OR MANAGEMENT BOARD SECRETARY IN THE MANAGEMENT BOARD FOLDER]**
- to provide contact details of keyholders to parties who may need access to the building including emergency services/maintenance contractors and users of the facilities
- to inform you of information and updates that may be relevant to your role as keyholder.

3. What is the lawful basis for processing your personal data?

- Processing is necessary for the legitimate interests of the Greek School of Ayia Triada Birmingham in Britain to enable you to undertake the role of keyholder within the Greek School of Ayia Triada Birmingham in accordance with safeguarding policy and practice.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and
 - there is no disclosure to a third party without consent.

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4. Sharing your personal data

Your data will be held in confidence and will be shared only where necessary with other members of the church or those engaging with church in order to facilitate the role and activities identified above. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

5. How long do we keep your personal data?

Records of keyholder contact details held locally will be retained for the period of your engagement with this role. We destroy all information a year after submitting the keys and

6. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding:

- the right to request a copy of your personal data which is held about you by the Greek School of Ayia Triada Birmingham
- the right to request that the Greek School of Ayia Triada Birmingham corrects any personal data if it is found to be inaccurate or out of date
- the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- the right to object to the processing of personal data
- the right to lodge a complaint with the Information Commissioner's Office.

7. Relevant Contacts

The Data Controller for Greek School of Ayia Triada Birmingham Purposes which covers routine data processing activities.

For data processing relating to safeguarding, complaints and discipline the Data Controller is the Greek School of Ayia Triada Birmingham in Britain. If you wish to make a subject access request concerning data held about you relating to safeguarding, complaints and discipline, it should be sent to the Data Protection Officer at our school-communicationsdept@greeksat.org.uk

Greek School of Ayia Triada Birmingham House
Magnet Centre
Park Approach
B23 7SJ
Erdington-Birmingham

All other subject access requests should be sent to:

Trustees for Greek School of Ayia Triada Birmingham Purposes
Magnet Centre
Park Approach
B23 7SJ
Erdington-Birmingham
Tel.07842020089

Further information is available from the GSAT website: <https://www.greeksat.org.uk>

If you have any queries about data processing for keyholders, please contact the Chair of Management Board or the lead Designate Safeguarding Lead.

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Ερευνών Εθνομολογίας από το

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