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At Kip McGrath Chelmsford, we collect and process personal data on the students and their families as part of the contracted service. We do not keep any data considered irrelevant to the student's education or attendance records. All these personal data are kept in accordance with the Data Protection Act 1998. As part of our compliance with this legislation, we have completed a registration (a "notification") with the Information Commissioner's Office which details the purposes for which we process data. This is available on the Public Register of Data Controllers at www.ico.gov.uk.

The personal data we may hold will only be shared with third parties if we are required to share the data by the UK law, or as part of the contracted service. It will only be shared if to do so would protect the data subject from potential harm and/or distress. This applies as much to relations of the students as the students themselves.

None of the above affects the individual's right under the Data Protection Act to request a copy of the personal/sensitive personal data. Requests must be made in writing (email is acceptable) to the Data Protection Officer. Please note that we reserve the right to charge £10.00 for handling such requests.

(2)

All personal data herein are processed in accordance with the Data Protection Act 1998. All feasible security measures are in place - but please note that the internet is not a 100% secure medium.