

<b>HOPEWELL SCHOOL</b>
<b>DATA PROTECTION NOTICE</b>
<b>E MAIL CONTACTS</b>

*HOPEWELL SCHOOL is a data controller. Our contact details are:*

*HOPEWELL SCHOOL  
Baden Powell Close  
Dagenham  
RM9 6XN*

*For queries related to this notice please contact: [admin@hopewellschool.co.uk](mailto:admin@hopewellschool.co.uk) or 02085936610*

Your email address is automatically included as part of any email we receive from you and in storing your email on our internal server we inevitably store this data; any other personal data included in the email will also be stored. Our email software may automatically extract your email address to add to an employee's digital "address book" and our staff may add your name and possibly phone number, job title and place of employment.

Our legal basis for this processing is our legitimate interest to communicate via email in the normal course of business.

Most data of this type will be deleted within one year of our last communication however, depending on the nature of the communication and to meet our legal obligations with regard to record keeping under the Education Act 1996 and the SEN and Disability Act 2001 Section 1 we may retain this data for up to 25 years.

You have the qualified right to request: access to your data, rectification or erasure of the data, restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office or [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080)