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St George's CE Primary School

Data Protection Policy

Adopted by the Governing Body on: 15th May 2018

Signed (Chair of Governors):

Date of Next Review: 15th May 2019 201
(not more than 12 months from the publication date)

This document is available via the school website or from the school office on request.

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The following policy relates to all St George's CE Primary School employees (including voluntary, temporary, contract and seconded employees), who capture, create, store, use, share and dispose of information on behalf of St George's CE Primary School

These persons shall be referred to as 'Users' throughout the rest of this policy.

St George's CE Primary School shall be referred to as 'the school' or 'we' throughout the rest of this policy.

The following policy relates to all electronic and paper based information.

Statement of Commitment

In order to undertake our statutory obligations effectively, deliver services and meet customer requirements, the school needs to collect, use and retain information, much of which is personal, sensitive or confidential.

Such information may be about:

- Pupils.
- Parents and Guardians.
- Governors.
- Employees or their families.
- Members of the public.
- Business partners.
- Local authorities or public bodies.

We regard the lawful and correct treatment of personal data by the school as very important to maintain the confidence of our stakeholders and to operate successfully.

To this end, the school will ensure compliance, in all its functions, with the Data Protection Act (DPA) 1998, the General Data Protection Regulation (GDPR) and the new Data Protection Act (DPA) 2018, and with other relevant legislation.

Data Protection Principles

The Principles of DPA and GDPR state that personal information must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals; the lawful basis can be:
 - Consent of a data subject
 - Processing is necessary for the performance of a contract with the data subject

- Processing is necessary for compliance with a legal obligation (e.g. The Education Act 1996, School Standards and Framework Act 1998, Education Act 2002, Children and Families Act 2014)
- Processing is necessary to protect the vital interests of the data subject or another person (e.g. life or death)
- Processing is necessary for the performance of a task carried out in the public interest

The lawful basis for sensitive personal data (racial, political, religious, trade union, genetic, health, sex life, criminal convictions or offences) is:

- Explicit consent of the data subject
- Processing is necessary for carrying out obligations under employment, social security or social protection law
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Processing 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 and provided there is no disclosure to a third party without consent
- Processing relates to personal data manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for reasons of substantial public interest
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in

accordance with Article 89(1)

2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. Accurate and, where necessary, kept up to date
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
6. Processed in a manner that ensures appropriate security of the personal data against unauthorised processing, accidental loss, destruction or damage, using appropriate technical or organisational measures.

Compliance with the Data Protection Principles and Data Protection Legislation

In order to comply with these principles and meet all data protection obligations as stipulated in data protection legislation, the school will:

- Raise awareness of data protection across the school.
- Offer data protection training to all employees and governors.
- Create a data protection policy for the school that is updated annually.
- Complete a personal data processing audit, which lists the following:
 - Name of the personal data set.
 - Purpose for processing this personal data set.
 - Who the data set is shared with.
 - Is the data transferred to another country.
 - How long do you keep the personal data set (retention).
 - The technical and organisational security measures to protect the personal data set.
 - The legal basis for processing as described above (1).
 - If consent is the legal basis for processing, details of the evidence of this consent.
- Put any risks found from the personal data processing audit process into a risk register.
- Review the school's consent forms so they meet the higher standards of GDPR, create an audit trail showing evidence of consent.
- Under 13's can never themselves consent to the processing of their personal data in relation to online services, this rule is subject to certain exceptions such as counselling services.
- Register with the Information Commissioners Officer as a data controller.

- Appoint a data protection officer who will monitor compliance with the GDPR and other data protection laws.
- Create a privacy notice that will let individuals know who we are, why we are processing their data and if we share their data.
- Create a system to allow data subjects to exercise their rights:
 - Right to be informed via a privacy notice.
 - Right of access via a subject access request within 1 month.
 - Right of rectification to incorrect data within 1 month.
 - Right to erasure unless there is a legal reason for processing their data.
 - Right to restrict processing to the bare minimum.
 - Right to data portability to receive their data in the format they request.
 - Right to object to personal data being used for profiling, direct marketing or research purposes.
 - Rights in relation to automated decision making and profiling.
- Amend any business contracts with suppliers to ensure that they will conform to new data protection legislation.
- Implement technical and organisational controls to keep personal data secure.
- Use Privacy Impact Assessments to assess the privacy aspects of any projects or systems processing personal data.
- Ensure an adequate level of protection for any personal data processed by others on behalf of the school that is transferred outside the European Economic Area.
- Investigate all information security breaches, and if reportable, report to the Information Commissioners Office within 72 hours.
- Undertake data quality checks to ensure personal data is accurate and up to date.
- Demonstrate our compliance in an accountable manner through audits, spot checks, accreditations and performance checks.
- Support the pseudonymisation and encryption of personal data.

Rights of the Individual

The list of rights that a data subject (person who the data is about) can exercise has been widened by Section 2 of the GDPR:

- The right to be informed; via privacy notices.
- The right of access; via subject access requests (SARS), the timescale for response has been reduced from 40 calendar days to one calendar month. SARS must be free of charge, charges can only be made for further copies or where requests for information are unfounded or excessive.
- The right of rectification; inaccurate or incomplete data must be rectified within one month.
- The right to erasure; individuals have a right to have their personal data erased and to prevent processing unless we have a legal obligation to do so.
- The right to restrict processing; individuals have the right to suppress processing. We can retain just enough information about the individual to ensure that the restriction is respected in future.
- The right to data portability; we need to provide individuals with their personal data in a structured, commonly used, machine readable form when asked.
- The right to object; individuals can object to their personal data being used for profiling, direct marketing or research purposes.
- Rights in relation to automated decision making and profiling; GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention.

The school will ensure that these rights will be exercised.

Contact

Contact the Data Protection Officer by:

Email: bursar@st-georges.lancs.sch.uk

Phone: 01257 262323

Post: St George's CE Primary School, Carr Lane, Chorley
PR7 3JU

Version Control

Named Owner:	Mrs G Brown – Data Protection Officer
Version Number:	1.00
Date Of Creation:	May 2018
Last Review:	
Next Scheduled Review:	May 2019
Overview of Amendments to this Version:	

Appendix 1

St George's CE Primary School

Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St George's CE Primary School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs G Brown

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention Schedule

A copy of this Policy is available from the school office on request. When the Policy is reviewed annually, copies will be emailed to staff.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulator [specify as appropriate e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mrs G Brown, School Bursar 01257 262323

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

MOST OF THE YEAR WE AIM TO RESPOND IN A TIMELY MANNER BUT DURING SCHOOL HOLIDAYS THIS MAY BECOME MORE DIFFICULT.

Date; May 2018

Appendix 2

St George's CE Primary School

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St George's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs G Brown (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV/recorded images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

Copies of the retention schedule can be sought from the school office. The schedule will also be available on the school website. Please note that a small charge will be made for photocopying should a paper copy be required.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education - to meet our legal obligations to share certain information with it, such as assessment and data collection*
- *The pupil's family and representatives – to provide reports and fulfil educational requirements*
- *Educators and examining bodies – to inform local and national statistics*
- *Our regulator -. Ofsted. Local Authority*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations- IsTech for parent pay*
- *Central and local government – Lancashire Education Authority*
- *Our auditors – to ensure compliance*
- *Survey and research organisations- to support research and development of education*
- *Health authorities – regular health checks*
- *Security organisations*
- *Health and social welfare organisations- Children's Social Care*
- *Professional advisers and consultants- IDSS, Occupational Health, Physiotherapist etc*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals – to support child welfare*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer, Mrs G Brown.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mr A Purcell, Headteacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mrs G Brown, School Bursar, 01257 262323

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

MOST OF THE YEAR WE AIM TO RESPOND IN A TIMELY MANNER BUT DURING SCHOOL HOLIDAYS THIS MAY BECOME MORE DIFFICULT.

Date; May 2018

Review; May 2019

Appendix 3

Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, St George's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs G Brown, School Bursar.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV/Recorded images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in tests and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Retention Policy which sets out how long we must keep information about pupils.

This is available from the school website and can also be obtained from the school office. A small charge will be made for photocopies should a paper copy be required.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies for example the STA who supply your test materials*
- *Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted,*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations, such as those who your parents pay for school trips*
- *Central and local government – who would like to know how well you are doing in school*
- *Our auditors – so that they know we are supplying you with the best tools to help you learn*
- *Survey and research organisations- who want to know more about you so that they can help to make schools better.*
- *Health authorities – they may need information about, for example, whether school feels that you may benefit from wearing glasses.*
- *Security organisations – so we know that you are safe*
- *Health and social welfare organisations- so that school can keep you safe always*
- *Professional advisers and consultants – if you need help with your learning or personal well-being*
- *Charities and voluntary organisations – if you are a fundraiser*
- *Police forces, courts, tribunals- so school can work alongside them to help you as best we can*

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mrs G Brown, School Bursar 01772 718344

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.

MOST OF THE YEAR WE AIM TO RESPOND IN A TIMELY MANNER BUT DURING SCHOOL HOLIDAYS THIS MAY BECOME MORE DIFFICULT.

Date; May 2018

Review; May 2019