Easy Read Privacy Notice



Denton CP School would like to tell you about our Privacy Notice

This is an easy read version of our full privacy notice.



You can read the full version on our website.

Link to your pupil privacy notice on your website











This privacy notice will help you understand:

How we collect personal information about you

What personal information we collect





How we use the information and who we share the information with



How long we keep your information





We must give you this information by law.



The law is called the General Data
Protection
Regulation (GDPR)

What is personal information?



Personal information can be:

Name, address, telephone number, date of birth



Name	
Address	
Phone Number	

Contact details for members of your family and support networks













Sensitive types of personal information can be:

Race, beliefs or sexual orientation

Information about health related conditions or disabilities

Collecting and sharing your child's personal information?

We may need to share your child's information with other organisations

These can include: Include a few specific examples to your school



Schools that the pupils attend after leaving us

Our local authority

The Department of Education (DfE)



East Sussex County Council

How we use your child's personal information



We use your child's personal information to support their teaching and learning

To keep children safe



To monitor and report on their progress

How long will we keep your child's information?

We keep your child's records for insert your retention period after they leave our school.

Our retention schedule lists how long we keep all types of information.

We destroy all records securely.







The law and collecting your child's information



By law we need to educate your child



To do this we are allowed to collect your child's personal information



This lets us support your child's teaching and learning.

The laws which allow us to do this are:

The Children's Act 1989

Children Act 1989

The Data Protection Act 2018



General Data Protection Regulation 2018







We only share information when we need to and it is in line with the law.

Your rights





Under the General Data Protection Regulation, you have the right to:

> Know what we are doing with your child's information and why

 Ask to see your child's information by making a subject access request



 Ask us to think about correcting any mistakes or wrong information



 Say no to any direct marketing

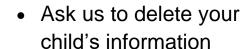


Make a complaint to the Information Commissioners Office (ICO)





You may also be allowed to:





 Have your child's information sent electronically to you or another organisation



 Say no to decisions being made that significantly affect your child



 Say no to how we use your child's information



Stop us using your child's information in certain ways

We will try to meet your request.



But we may have to keep or use your child's information to follow legal duties



How we look after your child's personal information



How we look after personal information:





 We have security in place to help stop information from being lost or used in the wrong way







 We limit access to your child's personal information to the people who need it to make sure they are meeting the child's needs Those who must use the information will do so confidentially



 We will deal with any security breaches in line with the law and our own internal processes.



Additional information

School logo

If you wish to make a complaint about how your information is being used please contact us at:

XXXXXXX







To make a complaint to the UK Information Commissioners Office (ICO) go to:

www.ico.org.uk

or telephone 0303 123 1113