

Easy Read Privacy Notice



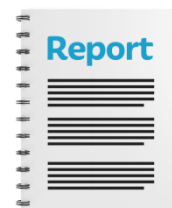
Western Road Community Primary School would like to tell you about our Privacy Notice.

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



You can read the full version on our website:

www.westernroad.e-sussex.sch.uk



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;

Name	_____
Address	_____ _____ _____
Phone Number	_____ _____



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:

Schools that the pupils attend after leaving us;

Our local authority;

The Department of Education (DfE).



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 up to 25 years (depending upon the nature of the records) after they leave our school.



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



The law and collecting your child's information



By law we need to educate your child.

Name	_____
Address	_____ _____ _____
Phone Number	_____

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

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

Any health or safety concerns.

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:

- Ask us to delete your child's information;



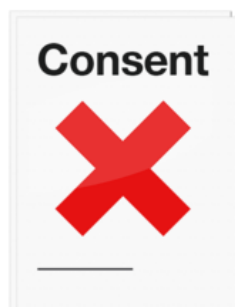
- Have your child's information sent electronically to you or another organisation;



- 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.

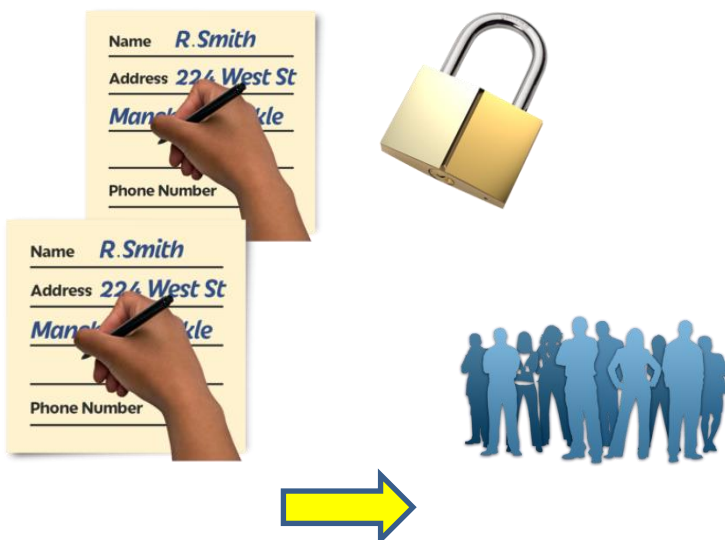


How we look after your child's personal information



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;

CONFIDENTIAL

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



Additional information



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

Data Protection Officer

Roger Simmons

rsimmonsltd@gmail.com

07704 838512

www.rsimmonsltd.com

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

www.ico.org.uk

or telephone 0303 123 1113

