

GDPR Policy

Why we use information and data

We gather Personal information. Personal Information can identify and relate to a living person. This can also include information that when put together with other information can then identify a person. The school has substantial procedures in place for ensuring that your data is kept safe and works within the law.

We may need to use information about you to:

- deliver education and pastoral services and support to parents;
- manage those services;
- train and manage the employment of our workers who deliver those services;
- help investigate any worries or complaints you have about our services;
- keep track of spending on services;
- check the quality of services; and
- to help with research and planning and development of services.

What are our legal reasons for processing personal information?

There are a number of legal reasons why we need to collect and use personal data. Each of our privacy notices states the legal reason is being used.

Generally we collect and use personal information in the following circumstances:

Where you, or your legal representative, have given consent

- Where you have entered into a contract with us
- Where it is necessary to perform our statutory duties
- Where it is necessary to protect someone in an emergency
- Where it is required by law
- Where it is necessary for employment purposes
- Where you have made your data publicly available
- Where it is necessary to establish, exercise or defend a legal claim
- Where it is in the substantial public interest
- Where it is necessary to protect public health
- Where it is necessary for archiving public interest material, research, or statistical purposes

Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If required, please contact us

There are also Special and Sensitive Categories of Information that we may request and hold. This is personal information will have more protection due to its sensitivity. This information is likely to include:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health

- trade union membership
- political opinion
- genetic/biometric data
- certain types of behaviour

The law provides you with a number of rights to control the processing of your personal information: You have the right to ask for all the information we have about you. When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your record which contain:

- Confidential information about other people;
- Data an information professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- If we think that the prevention or detection of crime may be adversely affected by disclosing data to you.

If you believe to be inaccurate, you should let us know. We may not always be able to change or remove the information; however, we will correct factual inaccuracies and may include your comments in the records

You may ask for your information to be deleted (right to be forgotten) In some circumstances you can request the erasure of the personal information used by the Organisation, for example:

- Where the personal information is no longer needed for the purpose for which it was collected.
- Where you have withdrawn your consent to the use of your information (where there is no other legal basis for the processing)
- Where there is no legal basis for the use of your information
- Where erasure is a legal obligation

Where personal information has been shared with others, the Organisation shall make every reasonable effort to ensure those using your personal information comply with your request for erasure.

Please note that the right to erasure does not extend to using your personal information where:

- Is required by law
- It is used for exercising the right of freedom of expression
- It is in the public interest in the area of public health
- It is for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes where it would seriously affect the achievement of the objectives of the processing
- It is necessary for the establishment, defence or exercise of legal claims.

You have the right to ask us to restrict what we use your personal data for where one of the following applies:

You have identified inaccurate information, and have notified us of this
Where using your information is unlawful, and you wish us to restrict rather than erase the information.

Where you have objected to us using the information, and the legal reason for us using your information has not yet been provided to you. When information is restricted it cannot be used other than to securely store the data, and with your consent, to handle legal claims, protect others, or where it is for important public interests of the UK.

We do not sell personal data to any other organisation for the purposes of selling products.

Security

The school ICT system has a dedicated network manager on site. The system firewall and secure web gateway monitors and protects traffic entering and leaving the school. The Firewall and web gateway are ISO9001 and ISO2701 compliant. Movement and transfer of data is secured and encrypted. All our data is protected via file level permissions so only relevant data is accessible by the appropriate person in the correct place in the school.

For further information and detail on procedures and protocols within the school please contact admin@sweynepark.com