








Easy Read Privacy Notice

	<p>Sandown Primary School and Nursery would like to tell you about our Privacy Notice.</p>
<p>This is an easy read version of our full privacy notice.</p>	
<p>You can read the full version on our website. https://sandown.school/ofsted/policies/</p>	

This privacy notice will help you understand:


<p>How we collect personal information about you.</p>	
<p>What personal information we collect.</p>	

<p>How we use the information and who we share the information with.</p>	
<p>How long we keep your information.</p>	

	<p>We must give you this information by law.</p>
	<p>The law is called the UK General Data Protection Regulation (UK GDPR).</p>

What is personal information?

Personal information can be:

<p>Name, address, telephone number, date of birth.</p>	
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Contact details for members of your family and support networks.



Sensitive personal information can be:

Race, beliefs, or sexual orientation.



Health related conditions or disabilities.


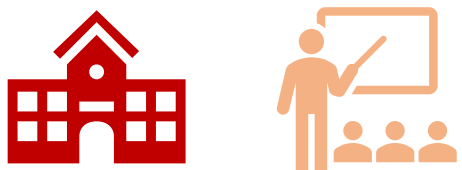




Collecting and sharing your child's personal information


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



Name *R. Smith*
Address *224 West St*
Manchester
Phone Number



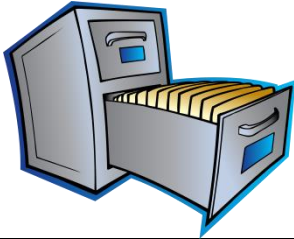


<p>These can include: NHS School Nursing Team</p>	
<p>Schools that the pupils attend after leaving us.</p>	
<p>Our local authority.</p>	
<p>The Department of Education (DfE).</p>	

How we use your child's personal information

	<p>To support their teaching and learning.</p>
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	<p>To keep children safe.</p>
	<p>To monitor and report on their progress.</p>









How long will we keep your child's information?

<p>We keep your child's information for up to one month after they leave our school.</p>	
<p>Our retention schedule lists how long we keep all types of information.</p>	
<p>We destroy all information securely.</p>	

The law and collecting your child's information

<p>By law we need to educate your child.</p>	 
<p>To do this we are allowed to collect your child's personal information.</p>	  
<p>This lets us support your child's teaching and learning.</p>	

The laws which allow us to do this are:

<p>The Children's Act 1989</p>	  
<p>The Data Protection Act 2018</p>	   
<p>UK General Data Protection Regulation</p>	






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

Your Rights

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

<p>Know what we are doing with your child's information and why.</p>	
<p>Ask to see your child's information by making a subject access request.</p>	
<p>Ask us to think about correcting any mistakes or wrong information.</p>	
<p>Say no to any direct marketing.</p>	
<p>Make a complaint to the Information Commissioners Office (ICO).</p>	


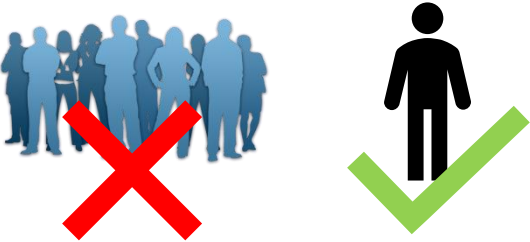


You may also be allowed to:

<p>Ask us to delete your child's information.</p>	
<p>Have your child's information sent electronically to you or another organisation.</p>	
<p>Say no to how we use your child's information.</p>	
<p>Stop us using your child's information in certain ways.</p>	
<p>Say no to decisions being made that seriously affect your child.</p>	



We will try to meet your request.

But we may have to keep or use your child's information to follow the law.

How we look after your child's personal information

	<p>We have security in place to help stop information from being lost or used in the wrong way.</p>
	<p>We limit access to your child's information to the people who need it to make sure they are meeting the child's needs.</p>
	<p>Those who use the information will do so confidentially.</p>
	<p>We deal with any security breaches in line with the law and our own internal processes.</p>

Additional information

<p>If you wish to make a complaint about how your information is being used please contact us at: Sandown Primary School and Nursery, The Ridge, Hastings, East Sussex TN34 2AA</p>	 <p>THE BEST THAT WE CAN BE SANDOWN PRIMARY SCHOOL AND NURSERY</p>
 <p>ico. Information Commissioner's Office</p>	<p>To make a complaint to the UK Information Commissioners Office (ICO) go to: www.ico.org.uk or telephone 0303 123 1113</p>