

# **PRIVACY NOTICE**

## **Langley School**

### **We keep information safe and private**

We have information at Langley School about you and your child. This includes your contact information, information about your child's health and family circumstances, information about their behaviour and learning at school and any incidents and accidents. We have this information so that we can provide the best care and education that we can for your child and to make sure that we keep them safe and well. We also have information about your child that is used to make sure we are meeting the needs of all children at school, for example, their religion, race, gender.

Some of this information is legally required by the Local Education Authority and the Department for Education under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and for some we need you to give your consent on behalf of your child.

Sometimes we need to share this information with other people like the school nurse, social workers and other schools. We also share this information with the Local Education Authority and the Department for Education.

The information about your child is passed to your child's secondary school when they leave us.

We won't give this information to anyone else without your permission or unless we have to legally.

At any time you can tell us that you don't want us to process your information, unless we have to legally.

You have the right to see the information that we have about you and your child. Please write or email the Head Teacher about to request this. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the General Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting Jane Taylor at the school. The School is a Data Controller for the purposes of the Data Protection Act. Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>