

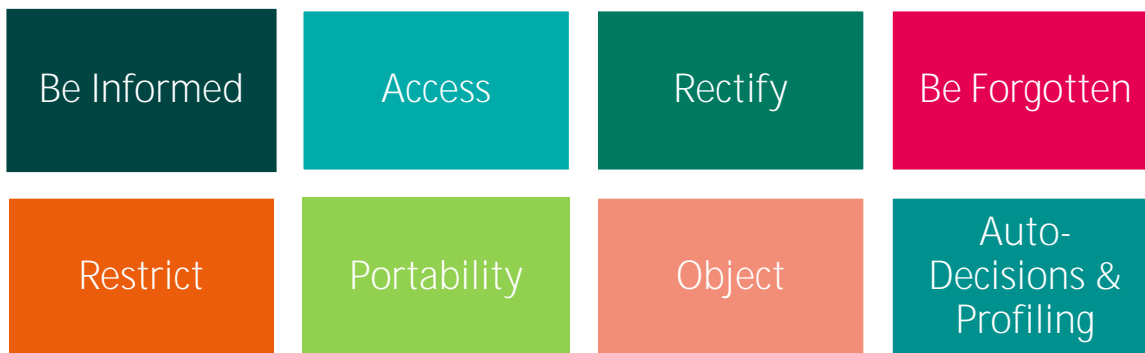
Your Data Protection Rights

1. Introduction

The General Data Protection Regulations provide you with legal rights over the personal data our school holds about you and your child. This guide will explain your rights and help you to use them.

You do not need to know details about which right applies in which case in order to make a

Your personal data rights are:



We are committed to helping you to exercise your rights through:

Keeping our guidance simple

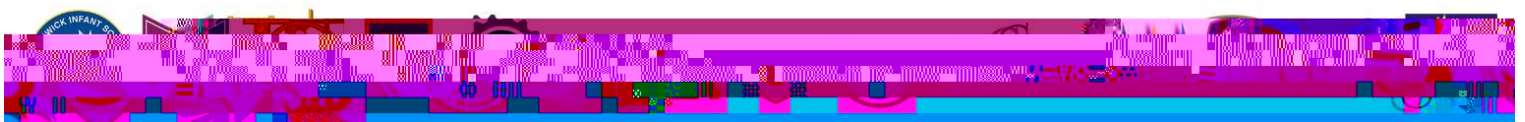
Making it readily available

Responding to a request from you:

- o **In writing:** by means of your choice wherever practical by email unless you ask us to do something different
- o **Verbally:** if you wish, providing we have proof of ID
- o **Promptly:** and no longer than a month after receiving it. If your request is particularly large and complicated, we are allowed to extend the deadline by up to 2 months. If we need to do this,
- o **In plain English:** avoiding legal terms where possible, but explaining them where we need to use them

How will you know that a request about me has come from me?

change, delete or share any of your information without being satisfied that it is you who has asked for this (unless the law allows us to



satisfied that you are identified.

eived this and are

Are you allowed to charge me for a request, or refuse it?

rights; however, the law does allow us to charge you a reasonable fee if your request is unreasonable or is a repeat of something cases, we may be allowed to refuse your request rather than charge. If we plan to charge or to refuse your request, we will let you know and explain why we believe the law lets us do this.

There are other reasons in the law which may mean we cannot do what you ask us to do with

I always do our best to do what you ask with the personal data we hold about you or your child, however, the law places a responsibility on the school to balance your rights against the rights of other people who may be affected and against the legal powers of other organisations.

explain our reasons and will gladly take another look at our decision if you want challenge it.

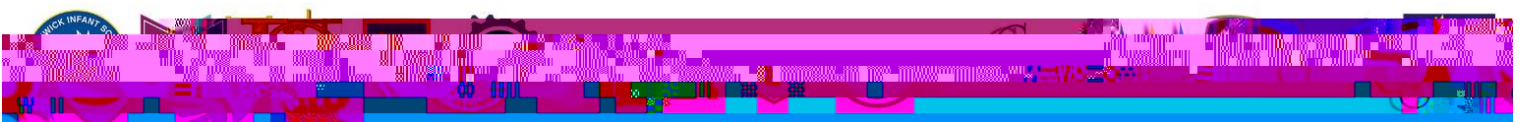
what we should then you have the right to complain to the

[Information Commissioner](#)

Limiting your Rights

The law allows for the UK Government to make certain decisions which could result in Data Protection rights being reduced to some extent. However, the law requires that any restrictions of this kind must still be in line with your basic human rights and must be what is expected of rules applying to a democratic country.

The Government may decide to limit the rights for reasons such as national security, preventing crime, investigating certain professional conduct cases etc. We have to take these decisions into account when considering requests from you to exercise your rights.



2. Your Right to **Access** your Information

The personal data we hold about you and your child is still yours. You have the right to ask us for access to the data to satisfy you that our use of your data is lawful. Unless the law prevents us from doing so, we must give you:

- Confirmation that we hold your data

- An explanation of what that data is

- Access to your information

- Confirmation of which Privacy Notice(s) explain why we have your data and what we do with it

When dealing with your request we will:

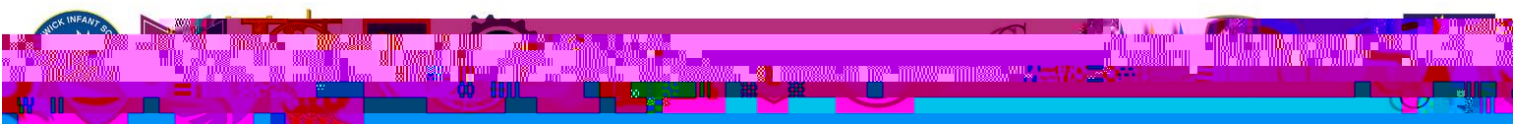
- Let you know what additional information we may need to identify you

- If a request has been made by someone on your behalf, ensure that they have your permission

- Confirm how you would like to receive your information

- Help you to make your wishes clearer if your request is not clear about the information you want.

- The information you receive is information you are entitled to under the law having considered your rights against the rights of others whose information may be included within



3. Your Right to have your Data

The school has a legal responsibility to make sure the data we hold about you and your child is accurate and complete. Where we are made aware that we may hold inaccurate or misleading

Where you may have moved to a new address, changed contact details or even changed a surname; these are simple changes to make. However, there may be more complex cases where for example, and you may decide to ask us to change this. In some cases, the law allows us to refuse to make changes to the personal data we hold and the professional opinion of a qualified teacher is an example where we may decline to fulfil a change request.

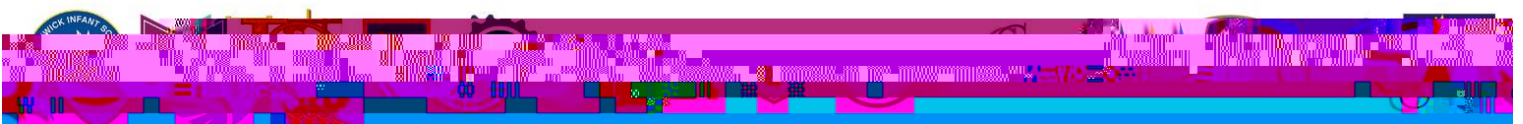
Any request to change your personal data will be fairly considered and if where having reviewed a contentious record we feel it is inaccurate then we will make changes.

If we do refuse to make changes, we will always:

- Explain to you in writing the reasons why we are refusing your request

- Consider adding a statement of your opinion to the record to reflect that there has been a challenge to our professional judgement.

Click [here](#) for more information (ICO Website)



4. Your Right to be Forgotten

The right to Erasure, known as the right to be forgotten, is where you can ask us to consider deleting information that we hold about you or your child.

We will already have explained to you through our Privacy Notices how long we intend to hold your personal data before we delete it, however you still have the right to challenge us to delete your data at any time.

You can expect your request for deleting your personal data to be successful if:

Privacy Notice

based only on your consent, and you have decided to withdraw this consent

[legitimate interests](#)

to

We have been holding and using your data unlawfully

Deleting is required by law

;IVIYWMRKHEKEFSY\$YVGLMPH\$WYTTSV\$GLEVKIEFPISRPMRIWIV\$MGI

The law has a number of reasons why we are allowed to refuse erasure requests, those that are most likely \$ETTP\$WGLSSPWEVI[LIVI[MILSPHMRKSVYWMRK\$YVHE\$

To comply with a legal requirement

Where we are doing something in the public interest or acting within our role as rvs school

8SOIITELMW\$VMGEPVIGSVHS\$IWGLSSPWEGM\$M\$YXVI generations

Where we need it because it supports a legal case

When we agree to delete information about you, we will have procedures in place to let other SVKERMWEMSRW [S [ZWLEVIH \$YV HE\$ M\$ ORS\$SV IEOPIMJ have contractors



5. Your Right to **Restrict** the Processing of your Data

Should you have concerns about an aspect of what we do with your personal data, such as who we share it with or how we manage it, you have the right to ask us to stop doing it; so that we are still allowed to hold it, but we

Aside from storing your data, we can only continue to use it when it is under a restriction if:

- We have your consent
- It is to be used for a legal claim or case

- We believe the use is in the public interest.

When use of data is restricted, this may mean we consider doing the following:

- Removing your data from one database or system and storing it in another in order to separate it from data which is still in use

- Taking published data down from a website.
- Labelling the data to ensure that users are aware of the restriction

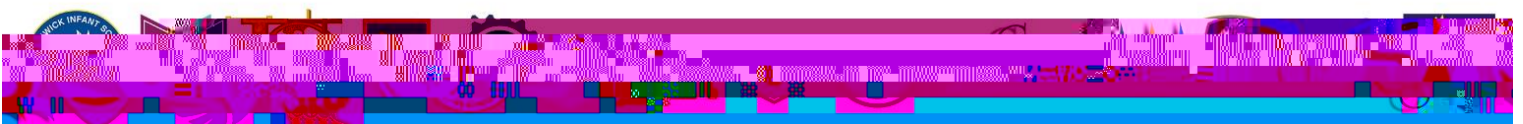
You can expect your request for restricting the use of your personal data to be successful if:

- You want our use of your data to stop whilst its accuracy is being reviewed
- The data had been used unlawfully and you opt for a restriction rather than request us to delete (erase) your data

- it for a potential legal case

- our potential claim that we have a legitimate need to keep using your data
- r your rights outweigh

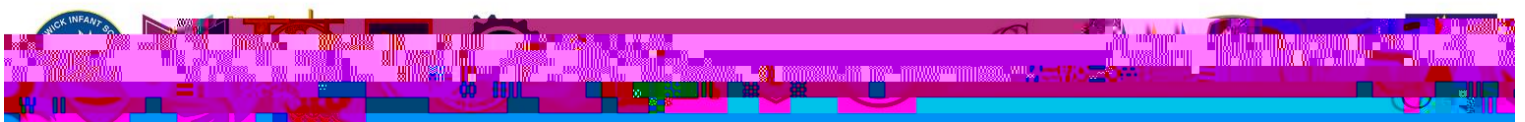
As with other rights, the law allows us to refuse a request in certain circumstances. In this case



6. Your Right to Data Portability

The right to Data Portability gives you the means of asking an organisation to give your personal data to another organisation on your behalf, or back to you for you to give to another organisation, i.e. easily usable by another supplier of services to you.

The law allows this right to apply in a number of circumstances which include:



8. Rights over Automated decision-making & Profiling

