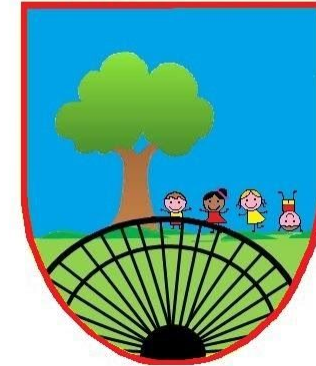




# Shilbottle Primary

Shilbottle Primary

Fun, Respect & Friendship



“Stronger rules on data protection from May 2018 mean citizens have more control over their data and business benefits from a level playing field. One set of rules for all companies operating in the EU, wherever they are based.”

*European Commission*

GDPR

## SUMMARY

### OUR DATA PROMISE

Shilbottle Primary is committed to protecting your privacy and data. We will use the information that we collect about you in accordance with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003.

March 22<sup>nd</sup> 2018

## WHO WE ARE

We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect. This privacy policy sets out the ways in which we use your data and how you can hold us accountable for that.

## WHAT INFORMATION DO WE COLLECT?

The information we hold about you and your child may include:

- Your names
- Postal address
- Telephone number
- Email address
- Billing information (Schools dinners, Academic visits and After-school clubs & activities.)
- Children's Academic records

## HOW DO WE USE YOUR DATA?

We use your data to:

- Keep a record of your contact details.
- Tell you about whole-school initiatives.
- Track children's progress

## THIRD PARTIES

We will not share any of your personal details with any other third parties without your agreement, unless required in order to fulfil our contract with you, or allowed by law. In general, the third-party providers used by us to fulfil our contract with you will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.

## GIVING YOU CONTROL

Unless you ask us not to, we will tell you about in-school activities and upcoming events. Occasionally, we may include information in these communications from partner organisations or organisations who support us. You can opt out from these communications at any time - every email, letter or SMS sent to you will tell you how to do this. If you have opted out of School communications, we may still get in touch with you regarding important school events. For example we may still contact you about in-school activities that your child has shown particular interest in.

## HOW WE KEEP YOUR DATA SAFE

Your personal data will be held and processed on Shilbottle Primary systems. Your data is always held securely. Access to Children and family information is strictly controlled. It is held in the UK and the processes are EU compliant. We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

## SENSITIVE INFORMATION

Sometimes we ask you to provide sensitive information, as with all the personal information we hold, sensitive information is held securely and restricted to those who need to use it. We will delete information when we no longer need it.

## CHANGES TO THIS POLICY

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

## YOUR RIGHTS

You have the following rights related to your personal data:

- The right to request a copy of personal information held about you.
- The right to request that inaccuracies be corrected
- The right to request us to stop processing your personal data
- The right to lodge a complaint with the Information Commissioner's Office

## CONTACT US

Please contact us if you have any questions about Your Data Promise, or wish to be removed from any communications or data processing activities:

- Email us on:

[admin@shilbottle.northumberland.sch.uk](mailto:admin@shilbottle.northumberland.sch.uk)

- Alternatively, telephone on:

01665 575285

- Or write to us at:

Our data promise, Shilbottle Primary, Shilbottle grange, Alnwick, NE66 2XQ.