

Easy Read Privacy Notice



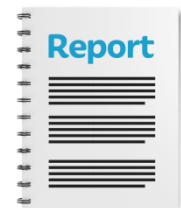
Brede Primary School would like to tell you about our Privacy Notice

This is an easy read version of our full privacy notice.



You can read the full version on our website.

<https://brede.e-sussex.sch.uk/Schools-Privacy>



This privacy notice will help you understand:

How we collect personal information about you

What personal information we collect



How we use the information and who we share the information with



How long we keep your information



We must give you this information by law.



The law is called the UK General Data Protection Regulation (UK GDPR)

What is personal information?



Personal information can be:

Name, address, telephone number,
date of birth



Name
Address
Phone Number

Contact details for members of your
family and support networks

Name
Address
Phone Number



Sensitive types of personal
information can be:



Race, beliefs or sexual orientation

Information about 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

These can include: School Nurse,
Local Authority

Schools that the pupils attend after
leaving us

Our local authority

The Department of Education (DfE)



How we use your child's personal information

We use your child's personal information to support their teaching and learning



To keep children safe

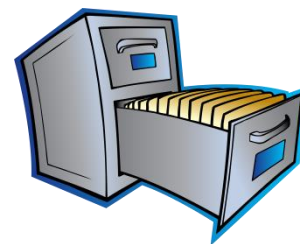


To monitor and report on their progress

your child's



Your child's records are generally transferred to the next school, although some records e.g. first aid will be kept until the child is 25 years old.



Our retention schedule lists how long we keep all types of information.



The law and collecting your child's information



By law we need to educate your child

Name _____
Address _____

Phone Number _____

To do this we are allowed to collect your child's personal information



which allow us to do these things are:

This lets us support your child's teaching and learning.

The Children's Act 1989

The Data Protection Act 2018



UK General Data Protection Regulation



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:

- Know what we are doing with your child's information and why
- Ask to see your child's information by making a subject access request



- Ask us to think about correcting any mistakes or wrong information



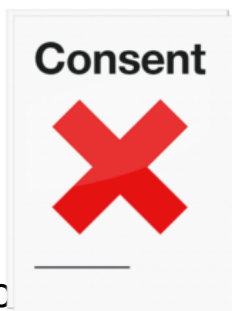
- Say no to any direct marketing



You may also be allowed to:



- Ask us to delete your child's information
- Have your child's information sent electronically to you or another organisation
- Say no to decisions being made that significantly affect your child



We will try to
request.



But we may have to keep or
use your child's information to
follow legal duties



***How we look after your child's personal
information***



How we look after personal information:

A yellow form with fields for Name, Address, and Phone Number. A hand is writing 'Manchester' in the address field. The form contains the following text:

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



- We have security in place to help stop information from being lost or used in the wrong way

A yellow form with fields for Name and Address. A mouse cursor is pointing at the address field. The form contains the following text:

Name *R. Smith*
Address *224 West St*



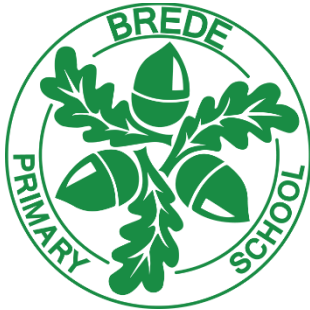
- Those who must use the information will do so confidentially



- We will deal with any security breaches in line with the law and our own internal processes.



Additional information



If you wish to make a complaint about how your information is being used please contact us at:

office@brede.e-sussex.sch.uk

or

01424 882393



To make a complaint to the UK Information Commissioners Office (ICO) go to:

www.ico.org.uk

or telephone 0303 123 1113

