



Flash Ley Primary School – Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

Hawksmoor Road, Stafford, Staffordshire, ST17 9DR

Telephone: 01785 337340

Email: office@flashley.staffs.sch.uk

What information we collect, use, and why

- We collect or use the following information **for student education and welfare:**
- Names and contact details for students/children
- Names and contact details for carers
- Gender
- Date of birth
- Dietary requirements (including vegetarian, vegan, gluten free and halal requirements)
- Payment details and financial information including transactions
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Welfare information (includes family and home life circumstances and history)
- Photographs
- Biometric data for identification, access or payment purposes
- Attendance and reason for absence data
- Progress reports
- Information relating to compliments and complaints
- Exclusion, suspension and behavioural information

- We also collect or use the following information **for student education and welfare**:
- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Your right to erasure - You have the right to ask us to delete your personal information. Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.
- Your right to object to processing - You have the right to object to the processing of your personal data.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time.
- If you make a request, we must respond to you without undue delay and in any event within one month.
- To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for student education and welfare** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Where we get personal information from
- Directly from you
- Parents or carers
- Local authorities or local councils
- Social services

- Other education establishments
- Health care providers
- Previous employers

How long we keep information

For information on how long we keep personal information, see our retention schedule at www.flashley.staffs.sch.uk

Who share personal information with

- Local authorities
- Social services
- Fostering agencies
- Pupil Referral Units (PRU's) or Education Otherwise at School Centres (EOTAS)
- Specialist teachers such as peripatetic workers or speech and language therapists
- Health care providers
- Emergency services

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>