



**Privacy Policy**  
**issued by the Governors of Milton Mount Primary School**



**Effective from: October 2018**

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**Signed by: Lesley King**

**Next review date: October 2020**

#### PRIVACY & COOKIES

Milton Mount Primary School is located at Grattons Drive, Pound Hill, Crawley, RH10 3AG. We may process “personal data” and/or “special category data” (as defined in UK data protection legislation) in providing education and associated services for primary age children. We have appointed a Data Protection Officer as the Regulation requires.

Data are kept in manual and electronic formats. All feasible security measures are in place. We keep personal information as long as they remain pertinent to the reason for collection and/or for a statutory time frame. Once no longer relevant, destruction is by secure means.

We receive data from many sources including the parents/carers, but also the local authority and other agencies. Data may be shared with third parties as part of the School’s services, administration and/or if required by UK law. The School does not accept any liability for processing that may be conducted by any third party outside the School’s remit.

In accordance with legislation we have completed a cookie audit on our website. The School site does utilise these internet files for analytical purposes, but not in any intrusive manner.

Where consent may be required for processing, such consent will be sought at the time, but you are at liberty to withdraw any consent at any time.

None of the above affects your rights under the legislation, in particular your right to access the data the School may hold on you. If you wish to request a copy of your data, please submit it in writing/email to the School Data Protection Officer. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the school in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner’s Office (ICO):

The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF”

Staff Name:

Staff Signature (if appropriate):

Date: \_\_/\_\_/----

During the updating of this policy, Safeguarding was taken account of.  
Approved by the Governing Body

Signed (Chair of Governors) \_\_\_\_\_

Date October 2018 \_\_\_\_\_

Review Date October 2020 \_\_\_\_\_