



Privacy Policy
issued by the Governors of Milton Mount Primary School



Effective from: September 2021

Signed by: Lesley King

Next review date: September 2023

PRIVACY & COOKIES

Milton Mount Primary School is located at Grattons Drive, Pound Hill, Crawley, RH10 3AG and is part of Greensand Multi Academy Trust. 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 is kept in manual and electronic formats. We hold pupil data in centrally managed databases via Capita SIMS software MIS (Management Information System). Pupil and parent data is protected with usernames and passwords, permission level access and secure encrypted access. 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 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. We share data with the DFE on a statutory basis. This data sharing underpins school funding and educational attainment and monitoring.

We are required to share information about our pupils with the DFE under regulation 5 of The Education Regulations 2013. 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 utilises 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. Please include enough information to enable us to identify you and search for appropriate data.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, or wish to lodge a complaint, please contact the school in the first instance.

Our **data protection lead** has day-to-day responsibility for data protection issues in our school is:

Mrs Louise Tidey
School Business Manager
Milton Mount Primary School, Grattons Drive, Pound Hill, Crawley, RH103AG
Tel: 01293537158
bursar@miltonmount.co.uk

Our data protection officer is:

Mrs Wendy Hill
Reigate School, Pendleton Road, Reigate, Surrey, RH2 7NT.
Tel: 01737 243166
w.hill@reigate-school.surrey.sch.uk

Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

During the updating of this policy, Safeguarding was taken account of.

Approved by the Governing Body

Signed (Chair of Governors)



Date September 2021

Review Date September 2023