EASY READ PRIVACY NOTICE: Parents & Pupils' Data



Heathfield Community College 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. The link below takes you to the page where they are.

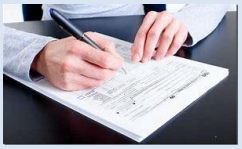
Click Here











This privacy notice will help you understand:

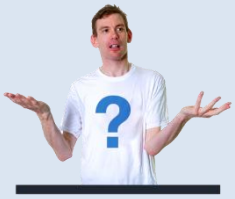
How we collect personal information about you.

Heathfield Community College and Sixth Form

EASY READ PRIVACY NOTICE: Parents & Pupils' Data

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 Data Protection Act 2018 (DPA 2018)

or

the UK General Data Protection Regulation

OR "UK GDPR"

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What is personal information?

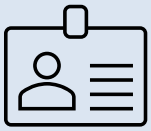


Personal information can be:

Name, address, telephone number, date of birth;







Contact details for members of your family and support networks;













Sensitive types of personal information can be:

Race, beliefs or sexual orientation;

Information about health related conditions or disabilities including SEND details;

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Collecting and sharing your child's personal information?

We may need to share your child's information with other organisations.

These can include:

Schools that the pupils attend after leaving us;

Our local council;

The Department for Education (DfE);

Careers Services.



East Sussex County Council

Department for Education

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,

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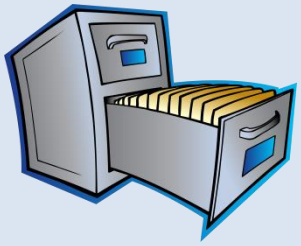
How long will we keep your child's information?



We keep your child's records until the year in which they turn 25.

OR

Longer if your child has special needs



Our retention schedule lists how long we keep all types of information.
You can find this - here



We destroy all records securely.

The law and collecting your child's information











By law we need to educate your child.

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

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

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The laws which allow us to do this are:

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 Data Protection Act 2018, you have the right to:

- Know what we are doing with your child's information and why;

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- To be told when we collect information about you



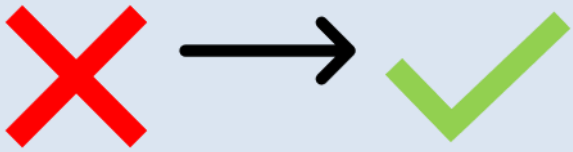


- Ask to see your child's information by making a subject access request;





- Ask us to think about correcting anything that is missing or that is wrong information;



- You can say no to any direct marketing;



Make a complaint to the Information Commissioners Office (ICO);



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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;
- Say no to how we use your child's information;
- Stop us using your child's information in certain ways;

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We will try to meet your request.



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



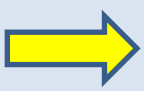
How we look after your child's personal information











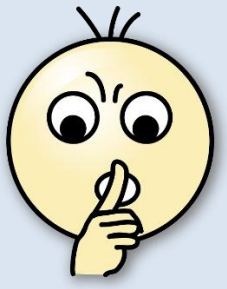


How we look after personal information:

- We have security in place to help stop information from being lost or used in the wrong way;
- We limit access to your child's personal information to the people who need it to make sure they are meeting the child's needs;

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- 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 contact our Data Protection Officer, use this email address:
schools.dpo@eastsussex.gov.uk

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

dataprotection@heathfieldcc.co.uk

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

www.ico.org.uk

or telephone 0303 123 1113

