

# GDPR GENERAL DATA PROTECTION REGULATION AT WOODSTONE

As you know some of the rules around data protection are changing and the Privacy Notice on our website explains your privacy rights and how we gather, use and share information about you and your child. We'll always respect how you want us to use your details.

Although there are changes regarding data regulations, our commitment to protecting the data we hold will never change.

We take privacy very seriously here at Woodstone. We always manage everyone's data responsibly, and take great care to keep it safe and secure.

## KEEPING PERSONAL INFORMATION

We keep any personal information securely for as long as we need to for the purposes described in Section 2 of the Privacy Notice. Our Record Retention Policy is available on our website.

## YOUR RIGHTS

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. See sections 9 and 10 of the Privacy Notice.

## SHARING & TRANSFERRING PERSONAL INFORMATION

We do not share information about pupils with any third party unless the law and our policies allow us to do so. See section 6 of the Privacy Notice for more details about this.

## HOW WE GATHER PERSONAL INFORMATION

We collect information in a number of ways. We collect data on children's progress and attainment. We send out forms to collect information from you but we can assure you we only collect what we need in order for us to keep your child safe, to enable the school to run efficiently or to be able to report to other agencies i.e. the Department for Education (DfE) who need attainment data. For more details see sections 4 and 6 of the Privacy Notice.

## COMPLAINTS

We take complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate then please contact Mr. Mullins, Mrs. Fellows or the school office in the first instance.

## CONTACT

School Office – 01530 519473      Email: [wpsoffice1@woodstone.leics.sch.uk](mailto:wpsoffice1@woodstone.leics.sch.uk)

YOU CAN READ A FULL VERSION OF THE PRIVACY NOTICE ON OUR WEBSITE – YOU WILL FIND IT UNDER THE PARENT TAB IN THE DATA PROTECTION SECTION (GDPR)