

St. Luke's CE Primary School



Privacy Notice

Date adopted:	1/9/2024
Signed (Governors)	M. Hughes
Signed (Headteacher)	M. Lonsdale
Review Date:	1/9/2025
Written by:	M. Lonsdale

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Who are we?

St. Luke's CE Primary school is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.

How do we process your personal data?

St. Luke's CE Primary School complies with its obligations under the General Data Protection Regulation (GDPR) by:

- Keeping personal data up to date;
- Storing and destroying it securely;
- Not collecting or retaining excessive amounts of data;
- Protecting personal data from loss, misuse, unauthorized access and disclosure
- Ensuring that appropriate technical measures are in place to protect person data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an
- education)
- Sometimes, we may also use your personal information where:
- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

We do not share personal information about you with anyone outside the school without permission from your parents/carers, unless the law and our policies allow us to do so.