

Privacy Notice - GDPR

General Data Protection Regulations (GDPR)

We already highly value and protect all of our pupils', parents' and staff's personal data and will update our practices and procedures in line with current data protection regulations.

We have appointed Mrs Lesley Osborne as our Data Protection Officer (DPO) to oversee the way the school handles data and to ensure that requests for data are dealt with in accordance with GDPR. Any queries you have about the way in which your data is handled please contact Mrs Osborne.

lesley.osborne@heamoor.cornwall.sch.uk

It is important that you read and understand our **Fair Processing Notice** as the school wants to ensure that you understand your rights under the GDPR and know what we are doing with your data and that you know we are acting legally.

In brief you have the right to:

- Be informed about how we use your child's and your personal data.
- Request access to the personal data that the school holds.
- Request that the personal data is amended if it is inaccurate or incomplete.
- Request that the personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of the data is restricted.
- Object to the personal data being processed.
- Make a complaint to the Information Commissioner's Officer (ICO) if you feel that your child's and/or your data is being collected and processed inappropriately by the school and that your concerns have not been addressed.

Consent to share personal data must be a 'positive indication', which means that it has to be opted into and requests for this information must be clear and unambiguous.

When your child is enrolled at our school we ask you to complete and return a multi-purpose consent form. Further parental consents that are not covered by the multi-purpose consent form may be requested on an ongoing basis and we will ensure that we ask for your consent as it becomes appropriate to do so.

All of our school's policies and procedures are monitored to ensure compliance with the GDPR legislation.