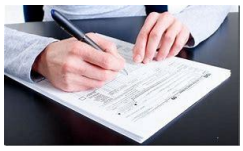
Easy Read Privacy Notice

	Pevensey & Westham School & Little PAWS Nursery 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. https://pevenseyschool.org.uk/Policies/	

This privacy notice will help you understand:

How we collect personal information about you.	
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 UK General Data Protection Regulation (UK GDPR).

What is personal information?

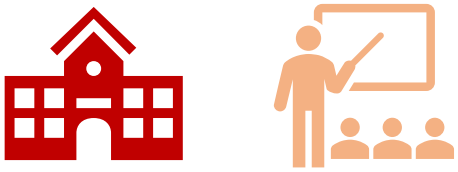
Personal information can be:

Name, address, telephone number, date of birth.	
Contact details for members of your family and support networks.	

Sensitive personal information can be:

Race, beliefs, or sexual orientation.	
Health related conditions or disabilities.	

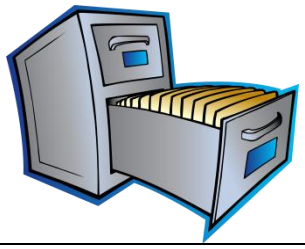
Collecting and sharing your child's personal information

We may need to share your child's information with other organisations.	
These can include:	
Schools and nurseries that the pupils attend after leaving us.	
Our local authority.	East Sussex County Council
The Department of Education (DfE).	Department for Education

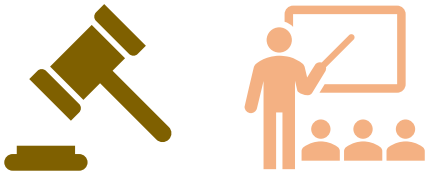
How we use your child's personal information

	To support their teaching and learning.
	To keep children safe.
	To monitor and report on their progress.

How long will we keep your child's information?

We keep your child's information for 1 term after they leave our school.	
Our retention schedule lists how long we keep all types of information.	
We destroy all information 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.	

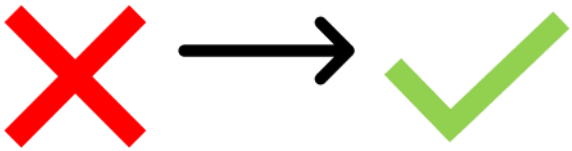
The laws which allow us to do this are:

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.

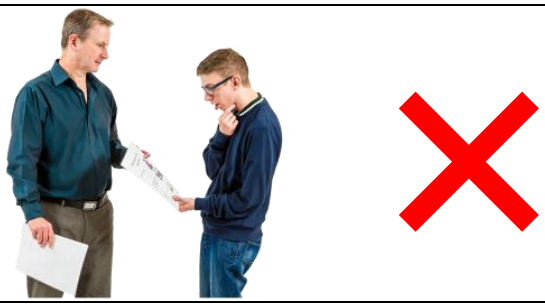
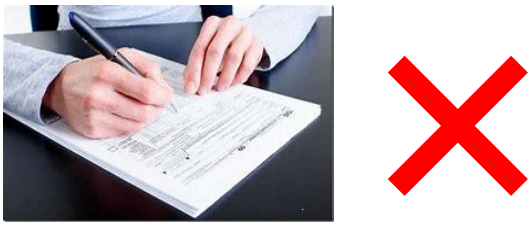
Your Rights

Under the UK General Data Protection Regulation, you have the right to:

Know what we are doing with your child's information and why.	
Ask to see your child's information by making a subject access request.	
Ask us to think about correcting any mistakes or wrong information.	
Say no to any direct marketing.	
Make a complaint to the Information Commissioners Office (ICO).	

You may also be allowed to:

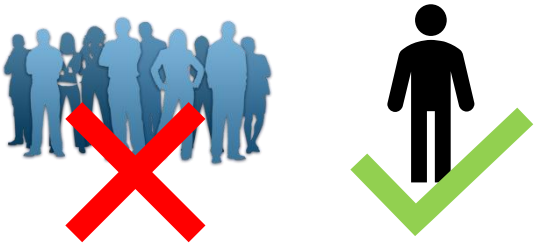
Ask us to delete your child's information.	

Have your child's information sent electronically to you or another organisation.	
Say no to how we use your child's information.	
Stop us using your child's information in certain ways.	
Say no to decisions being made that seriously affect your child.	

We will try to meet your request.

But we may have to keep or use your child's information to follow the law.

How we look after your child's 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 information to the people who need it to make sure they are meeting the child's needs.
	Those who use the information will do so confidentially.
	We deal with any security breaches in line with the law and our own internal processes.

Additional information

If you wish to make a complaint about how your information is being used please contact us at: admin@pevenseyschool.org.uk or 01323 762269	Pevensey & Westham CE Primary School – life in all its fullness Little PAWS Nursery School
ico. Information Commissioner's Office	To make a complaint to the UK Information Commissioners Office (ICO) go to: www.ico.org.uk or telephone 0303 123 1113