

WEBSITE PRIVACY POLICY

Surrey Street Primary School considers privacy an important issue, so we build and operate our web services with the protection of privacy taken into account.

This Privacy Policy outlines the types of personal information we gather when you use one of our web sites and some of the steps we take to safeguard it. These principles apply to personally identifying information we ask for and that you provide. By this we mean information that individually identifies you, such as your name, physical address, e-mail address or other contact details. It also applies to non-personally identifying information we may gather.

Data Collection by surreystreetprimaryschool.co.uk

Browsing of our website and most other services do not require any personally identifying information. We collect limited non-personally identifying information your browser makes available whenever you visit a website. This log information includes your internet protocol address, browser type, browser language, the date and time of your query and one or more cookies that may uniquely identify your browser. We use this information to better understand users' behaviour and to further improve our offerings.

Data Collection by our Service Providers

Some of our services require you to input your personal details. This includes the website interactive forms.

When we require personally identifying information, we will inform you about the types of information we collect and how we use it. We hope this will help you make an informed decision about sharing your personal information with us. It is then up to you to decide if you want to provide the information or not.

If you prefer to provide your details offline, please contact the school office.

Retaining and Deleting Personal Data

This Section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

1.1 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

1.2 We will retain your personal data as follows: (a) Personal data category or categories will be retained for a minimum period of following your supply, and for a maximum period of following our end of use.

1.3 In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on the following criteria: (a) The period of retention of personal data will be determined based on its sole purpose.

1.4 Notwithstanding the other provisions of this Section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Your Rights

2.1 In this Section, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

2.2 Your principal rights under data protection law are: (a) The right to access; (b) The right to rectification; (c) The right to erasure; (d) The right to restrict processing; (e) The right to object to processing; (f) The right to data portability; (g) The right to complain to a supervisory authority; and (h) The right to withdraw consent.

2.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can access your personal data by emailing us using the details provided at the end of this policy.

2.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

2.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you withdraw consent to consent-based

processing; you object to the processing under certain rules of applicable data protection law; the processing is for direct marketing purposes; and the personal data have been unlawfully processed. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defence of legal claims.

2.6 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

2.7 You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

2.8 You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.

2.9 You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

2.10 To the extent that the legal basis for our processing of your personal data is: (a) Consent; or (b) That the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract, and such processing is carried

out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

2.11 If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.

2.12 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

2.13 You may exercise any of your rights in relation to your personal data by written notice to us.

Cookies

Upon your first visit to our web site, a cookie is sent to your computer that uniquely identifies your browser. A "cookie" is a small file containing a string of characters that is sent to your computer when you visit a website. We use cookies to improve the quality of our service and to better understand how people use our sites. We do this by storing user preferences in cookies and by tracking user trends and patterns of how people navigate our sites. Most browsers are initially set up to accept cookies. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features or services on our sites may not function properly without cookies.

3.1 Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

3.2 You can view our cookie policy below for more information about cookies

Right to be Forgotten

Please read our Right To Be Forgotten Website Notice, found in this dropdown.

Our Details

4.1 This website is owned and operated by Surrey Street Primary School. Its design, hosting and maintenance is delivered by PrimarySite

4.2 Our address is Surrey Street Primary School, Cutenhoe Learning Park,
Cutenhoe Road, Luton, Bedfordshire. LU1 3NJ

4.3 You can contact us on 01582 359390 or admin@surreystreetprimary.net