

St. Mary's C. E. Primary School

Brookpit Lane, Clymping, Littlehampton, West Sussex, BN17 5QU

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Headteacher: Justin Murray

PRIVACY & COOKIES

St Mary's CE Primary School is based at Brookpit Lane, Clymping, Littlehampton, West Sussex, BN17 5QU. We may process "personal data" and/or "special category data" (as defined in UK data protection legislation) in providing education and associated services for primary age children. We appointed a Data Protection Officer as the Regulation requires.

Data are kept in manual and electronic formats. All feasible security measures are in place. We keep personal information as long as they remain pertinent to the reason for collections and/or for a statutory time frame. Once no longer relevant, destructions are by secure means.

We receive data from many sources including the parents/carers, but also the local authority and other agencies. Data may be shared with third parties as part of the school's services, administration and/or if required by UK law. The school does not accept any liability for processing that may be conducted by any third party outside the school's remit. The school does not knowingly transfer data outside the UK, unless it is related to a specific school visit.

In accordance with legislation, we have completed a cookie audit on our website. The school site does utilize these internet files for analytical purposes, but not in any intrusive manner.

Where consent may be required for processing, such consent will be sought at the time, but you are at liberty to withdraw consent at any time.

None of the above affects your rights under the legislation, in particular your right to access the data the school may hold for you. If you wish to request a copy of your data, please submit it in writing/email to the School Data Protection Officer. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the school in the first instance. There after you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF