

St Thomas à Becket Church of England Federation

Blackboys CE Primary School  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



Framfield CE Primary School  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

Headteacher: Mr G Sullivan

Headteacher: Mrs L Pestell

SEPTEMBER 2021

## Easy Read Privacy Notice



St Thomas à Becket Church of England Federation (Blackboys CEP School and Framfield CEP School) 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 Federation Schools websites.

[Dear \(blackboys.e-sussex.sch.uk\)](http://blackboys.e-sussex.sch.uk)  
[Dear \(framfieldcep.e-sussex.sch.uk\)](http://framfieldcep.e-sussex.sch.uk)



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



Name
Address
Phone Number

Contact details for members of your family and support networks

Name
Address
Phone Number



Sensitive types of personal information can be:

Race, beliefs or sexual orientation



Information about 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 that the pupils attend after leaving us

Our Local Authority

The Department of Education (DfE)



## ***How we use your child's personal information***



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 records in line with the Federation's Retention Policy after they leave our school.



Our Retention Policy lists how long we keep all types of information.

We destroy all records securely.

The types of records and information we keep for longer preserve the Federation school's history, key events and collective memory.



## *The law and collecting your child's information*



By law we need to educate your child

Name	_____
Address	_____ _____ _____
Phone Number	_____

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



Children Act 1989



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



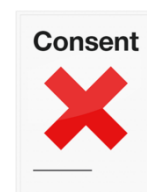
- Say no to decisions being made that significantly affect your child



- Say no to how we use your child's information



- Stop us using your child's information in certain ways





We will try to meet your request.



But we may have to keep or use your child's information to follow legal duties



### *How we look after your child's personal information*



How we look after 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 personal information to the people who need it to make sure they are meeting the child's needs



- Those who must use the information will do so confidentially



- We will 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 either:



Mr G Sullivan – Headteacher –  
Blackboys CEP School

or

Mrs L Pestell – Headteacher –  
Framfield CEP School



To make a complaint to the UK Information Commissioners Office (ICO) go to:

[www.ico.org.uk](http://www.ico.org.uk)

or telephone 0303 123 1113