**Privacy Notice**

**Who Will Own My Data Once I Submit It?** *CWAC*

**Why Do You Need My Information?** To keep your child safe at wraparound care. To facilitate the provision of wraparound care for your child.

**What Allows You To Use My Information?**

Data Protection Act and Article 6, part (e) of the General Data Protection Regulation

**Who Will My Information Be Shared With?** *Tushingham CE Primary*

**Do I Have To Provide This Information And What Will Happen If I Don’t?** The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we rely on your consent to collect and store your personal data.

**How Long Will You Keep This Data For And Why?** *We will keep any data while the child remains at Tushingham CE Primary so that access to wraparound is available.*

**How Will My Information Be Stored?**

SIMS School Information Management System (CAPITA)
Paper copies filed and stored securely

School Spider does not hold any card details inserted by the parent during the checkout and payment process. All our payments are processed by First Data Ltd who are fully regulated. All of their terms and conditions can be found here: [https://www.firstdata.com](https://www.firstdata.com/)

**What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.
To make a request for your personal information, or be given access to your child’s educational record, contact Mrs Cathy Davies – the School’s Data Controller: Executive Headteacher at Tushingham with Grindley CE Primary School. Further details can be found in the Data Protection Policy.
You also have the right to:
• object to processing of personal data that is likely to cause, or is causing, damage or distress prevent processing for the purpose of direct marketing
• object to decisions being taken by automated means
• in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

*You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.*

To make a request for your personal information, contact Mrs Cathy Davies – the School’s Data Controller: Executive Headteacher at Tushingham with Grindley CE Primary School. Further details can be found in the Data Protection Policy.

*To request a copy of your data or ask questions about how it is used, you can download a copy of our form from* [*http://inside.cheshirewestandchester.gov.uk/find\_out\_more/data\_protection*](http://inside.cheshirewestandchester.gov.uk/find_out_more/data_protection) *and send it to: -*

*Phil Orchard
Data Protection Officer
HQ
Nicholas Street
Chester
CH1 2NP*

*Or email:* *dpawest@cheshirewestandchester.gov.uk*

**Who Can I Complain To If I Am Unhappy About How My Data Is Used?** *You can complain directly to the Council’s Data Protection Team by writing to: -*

*Phil Orchard
Data Protection Officer
HQ
Nicholas Street
Chester
CH1 2NP*

*Or emailing:* *dpawest@cheshirewestandchester.gov.uk*

*You also have the right to complain to the Information Commissioner’s Office using the following details: -*

*The Information Commissioner's Office*

*Wycliffe House*

*Water Lane*

*Wilmslow*

*Cheshire SK9 5AF*

*Telephone: 08456 30 60 60 or 01625 54 57 45*

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

**Will This Information Be Used To Take Automated Decisions About Me**? *No*

**Will My Data Be Transferred Abroad and Why?** *No*