

Your Rights In Relation To Our School's Management Of Your Child's Data ...

As a parent, you have a number of rights in relation to the data we hold on you and your child. The main rights are as follows :

The right to view any records or data we hold

The right to request that we amend or update that data

The right to request that we remove some information

Whilst these rights exist, we would always assure parents that we take very seriously our responsibilities in relation to managing all the data we hold.

We endeavour to make sure that it is always :

Accurate

Secure

Backed Up

**Limited To
Those Who
Need It**

**Reviewed
Regularly**

However, on occasion, we know that you may wish to take advantage of your legal rights in relation to the data we hold. There are some simple steps to making this happen. These are :

- Step 1** In the first instance, speak to the school's Data Protection Officer.
- Step 2** If you wish to proceed, please complete a Data Review Request Form.
- Step 3** We have one month in which to consider your request.
- Step 4** Once we have reviewed the request and made a decision, we will write to you outlining our decision and what happens next.
- Step 5** If your request is successful, we will arrange for you to review the relevant records.
- Step 6** Once you have reviewed the records, we hope you will be satisfied that we have managed your data effectively. However, if you feel that something in there is inaccurate and needs amending or removing, then you may request this.
- Step 7** If you wish to proceed, please complete a Data Amendment Request Form.
- Step 8** We have one month in which to consider your request.
- Step 9** Once we have reviewed the request and made a decision, we will write to you outlining our decision and what happens next.