



The Griffin Primary School



LAWRENCE SHERIFF SCHOOL

Privacy Notice – registration for The Griffin Primary School

Privacy Notice: registration for TGPS

Who we are?

Lawrence Sheriff School is the Data Controller. This means we are responsible for how your personal information is processed and for what purposes.

Lawrence Sheriff School is registered as the Data Controller with the Information Commissioners Office (ICO); Registration Number: Z6157589

You can contact Lawrence Sheriff School as the Data Controller at lss@lawrencesheriffschool.com

What is a Privacy Notice

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your registration of interest form, including name and personal email address,

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, by registering your interest in receiving information from and about The Griffin Primary School

For what purposes do we use applicants' personal information?

We will use your personal information to:

- Share information about the development of The griffin primary school

Who might we share your information with?

This information will not be shared with any third party and will only be used in order to provide information regarding TGPS.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Lawrence Sheriff School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Lawrence Sheriff School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Lawrence Sheriff School are required to retain the information. The details provided by you when registering your interest in TGPS will be kept until TGPS opens in September 2023.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which School your request relates to.**

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your

concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mr Ian Chislett, Deputy Head, Lawrence Sheriff School

Email: ian.chislett@lawrencesheriffschool.com

The school subscribes to the Data Protection Service at Warwickshire County Council
(School DPO Service)

schooldpo@warwickshire.gov.uk