



# St James' CE Primary School

## Privacy Notice

### How we use your information

We collect information about:

- pupils of our school, including prospective pupils
- people that have responsibility for our pupils (such as parents, carers etc.)
- our staff and volunteers, the school's workforce

This information is used to help us:

- deliver education
- contact the right people about issues
- ensure a healthy, safe environment for learning
- carry out our functions as an employer

If we hold data about you, you have rights in respect of your data including:

- the right to be supplied information on our uses
- to see what data we are holding about you
- to request correction or erasure of your data
- to object to processing
- to complain to our data protection officer or the supervisory authority

If you wish to exercise any of these rights, please see the contact us details later in this document.

This Privacy Notice is updated regularly. The latest version will always be on our website, so please check at [www.stjamesenfield.org.uk](http://www.stjamesenfield.org.uk) for the newest version.

The Local Education Authority, Enfield Council, also holds data to carry out their functions, and we share data with them.

You can read their privacy notice at <https://new.enfield.gov.uk/privacy-notice>

The rest of this document gives further details on our collection, storage and use of data for each type of data we hold. It also provides information on who we share with and how to exercise your rights if you are not happy.

We welcome your comments on how we can improve this notice; please contact us at the address given for the school.

Last updated: 28 Feb 2018