

Gilnow Primary School
'Believe, Achieve, Grow'
Data Sharing Agreement

Gilnow Primary School takes your privacy seriously and will only use your personal information in providing the services you have requested from us.

This section summarises how we obtain, store and use information about you. Please refer to the corresponding section of our privacy policy for full details on this agreement – this can be found on our website at www.gilnow.bolton.sch.uk.

How we collect or obtain information about you – When you provide it to us for yourself or a child attending Gilnow Primary School. We will always tell you we are collecting the information, when we are collecting it. You will always have the option to say 'No' when we are collecting information from you.

Information we collect – We collect both information about children, and parents of those children who attend our Gilnow Primary School. The information might be on paper or be held electronically. This includes permissions for each set of photographs that we take in school and notices for the CCTV images.

How we use your information – Gilnow Primary School uses your personal data:

- to provide the right services to you and your children;
- to verify your identity or to verify your identity with a public body e.g. the police;
- with your agreement, to contact you by paper or electronically about news and changes we feel you need to know about
- where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

Disclosure of your information to third parties – in order to make certain services available to you, we may need to share your personal data with some of our service partners. These include IT, delivery and other council service providers.

How long we retain your information – We will not retain your data for longer than necessary for the purpose set out in this policy. Different retention periods apply for different types of data. Bolton Council policies tell us how long we need to keep your data for.

How we secure your information – All information you provide to Gilnow Primary School is stored on our secure servers. By submitting your personal data you agree to this storing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with Bolton Council data protection policy.

Your rights in relation to your information – All individuals have the right to access their personal information. Individuals have the right to:

1. Know what information is being processed, why it is being processed and who it may be disclosed to
2. Receive a copy of the personal information about them
3. Know about the sources of the information