



Hutton

Church of England Grammar School
and Sixth Form

Head Teacher: Mrs N Moran BA (Hons)

Accomplishment... Humility... Service...

Privacy Notices

The General Data Protection Regulations (May 2018) are designed to tighten up existing legislation to ensure that companies and organisations take the security of our personal data seriously and put appropriate steps in place to safeguard any personal information they hold.

As a school we are required to hold a lot of personal data about students, staff and parents. This information is collected to enable us to fulfil our responsibilities in educating and safeguarding our students and also as part of our legal responsibilities to share information with the Department for Education and local authority. We have systems in place to ensure that personal information is kept securely and we are continually reviewing the information we collect to make sure it is relevant and necessary.

As part of the regulations we have updated our privacy notice to outline what types of data we hold, why we collect personal data, who we share it with and why. The new privacy notice for students can be downloaded below.

We also collect some personal information from parents to enable us to communicate with you regarding your child's education and events happening at school. A privacy notice which explains why we collect this information and how we use it can be downloaded below.

Data Protection Officer

The General Data Protection Regulations (2018) require organisations to appoint a Data Protection Officer. This is someone who will review school procedures with regard to data protection to ensure they meet the standards required. At Hutton the Data Protection Officer is Mrs P Gilmore who can be contacted at the school address or at bursar@huttongrammar.org.

Subject Access Requests

Under the General Data Protection Regulations (2018), the rules for making a request to find out what information we hold and how we use it have changed. If you wish to make a subject access request regarding what information we hold, how and why we use it and who it is shared with you should send it into the school office or e-mail it to head@huttongrammar.org, marked for the attention of the Head Teacher's PA.

We will respond to requests within a calendar month of the date of receipt and there will be no charge to provide the information (unless the requests are excessive or repetitive and then a fee may be charged to cover administration costs).

View our full privacy notices here - <https://www.huttongrammar.org/our-school/policies/data-protection/>

