

# Privacy notice

## Kirklington Primary School

Kirklington Primary School respects you and your child's privacy when you use the Organisation's services and is committed complying with privacy legislation.

The information below is what is referred to as a 'Privacy Notice' which explain how the Organisation uses and protects your personal information.

Before we start, if you look to the left of this webpage you'll see a list of services that the Organisation provides. Under each service is more detailed information about how we use and protects your personal information, simply click on the link to find out more.

Kirklington Primary School has a Data Protection Officer whose role it is to ensure that any personal information processed by the Organisation is processed fairly and lawfully (respecting your rights and ensuring we follow the law). If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Louisa Williams, at [office@kirklington.notts.sch.uk](mailto:office@kirklington.notts.sch.uk) or by calling 01636 812360.

## Why we use personal information

We may need to use some information about you to:

- deliver services and support to you;
- manage those services;
- train and manage the employment of our workers who deliver those services;
- help investigate any worries or complaints you have about your services;
- keep track of spending on services;
- check the quality of services; and
- to help with research and planning of new services.

## What are our legal reasons for processing personal information?

There are a number of legal reasons why we need to collect and use personal data. Each privacy notice from the menu on the left explains for each service which legal reason is being used. Generally we collect and use personal information in the following circumstances:

- Where you, or your legal representative, have given consent
- Where you have entered into a contract with us
- Where it is necessary to perform our statutory duties
- Where it is necessary to protect someone in an emergency
- Where it is required by law
- Where it is necessary for employment purposes
- Where you have made your data publicly available













