



Faith Hope Love

# St. Alban's C of E Primary and Nursery School

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Interim Headteacher: Rebecca Hughes

## Personal information and data protection in our school

Our school holds a lot of personal information – about pupils, parents, teachers etc, and the new General Data Protection Regulation is the law that says how we can hold, use and store it. We've always been very careful with the personal data we hold and we'll continue to have the highest standards under the new laws.

We have a new school wide Privacy Notice on our school website which tells you what personal information we collect and hold, what we do with it, who we share it with and how long we keep it for as well as other important information.

We've updated our Data Protection Policy and you can find the new policy on our school website.

The new law gives people more rights about how their personal information is handled. You can find out more about this on the Information Commissioner's Office (ICO) website [www.ico.org.uk](http://www.ico.org.uk). If you want to use one of your new rights please contact the school office and one of our team will be in touch with you.

We have a Data Protection Officer who is John Pearson - Hicks, LDBS HR Adviser. He can be contacted at LDBS, 36 Causton Street, London SW1P 4AU or by email: [john.pearson-hicks@london.anglican.org](mailto:john.pearson-hicks@london.anglican.org) or by telephone: 020 7932 1161.

Please rest assured that our school knows how important your and your child's information is, and takes all appropriate measures to make sure it is kept safe and secure, processed lawfully and fairly and only shared with people that the law allows us to.

Thank you

Rebecca