



## Georgian Gardens CP School

Guildford Road

Rustington, West Sussex  
BN16 3JJ

Telephone: 01903 771555 Fax: 01903 850746

Email: [office@georgiangardens.w-sussex.sch.uk](mailto:office@georgiangardens.w-sussex.sch.uk)

Website: [www.georgiangardens.co.uk](http://www.georgiangardens.co.uk)

Head Teacher: Miss A Bowers

### Georgian Gardens Privacy Notice

#### PRIVACY & COOKIES

Georgian Gardens Community Primary School is located at 3 Guildford Road, Rustington, Littlehampton, BN16 3JJ. We may process “personal data” and/or “special category data” (as defined in UK data protection legislation) in providing education and associated services for primary age children. We may process such data about students; their families; staff; governors and volunteers with the school.

We have appointed a named Data Protection Officer (DPO), Miss Amie Bowers.

Data is kept in manual and electronic formats. All feasible security measures are in place. We keep personal information as long as they remain pertinent to the reason for collection and/or for a statutory time frame. Once no longer relevant, destruction is by secure means.

We receive data from many sources including the parents/carers, but also the local authority and other agencies. Data may be shared with third parties as part of the School’s services, administration and/or if required by UK law. The School does not accept any liability for processing that may be conducted by any third party outside the School’s remit.

Where consent may be required for processing, such consent will be sought at the time, but you are at liberty to withdraw any consent at any time.

In accordance with legislation we have completed a cookie audit on our website. We utilise the services of “e-schools” for our website. “E schools “ have their own privacy policies in place but the school cannot be held responsible for any of the information or data used by this third party. Our website does utilise google cookies and others through the visitation of the website. This may include YouTube when you watch an embedded video. Please note that the school has no control over this potential usage of your data through cookies.

None of the above affects your rights under the legislation, in particular your right to access the data the School may hold on you or your child. If you wish to request a copy of your data, please submit it in writing/email to the School Data Protection Officer. Please include enough information to enable us to identify you and search for appropriate data.



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England



If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the school in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England

