

## Privacy Notice

William Austin Junior School is committed to protecting your privacy when you give us your personal data. We have a Data Protection Officer who makes sure we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [feedback@luton.gov.uk](mailto:feedback@luton.gov.uk)

Data Controller	Head Teacher – Mrs J Adams	
Data Protection Officer	Yvonne Salvin <a href="mailto:feedback@luton.gov.uk">feedback@luton.gov.uk</a>	Sally Bacon <a href="mailto:sbm@williamaustin.juniorluton.co.uk">sbm@williamaustin.juniorluton.co.uk</a>
Personal Data	Name, Address, personal information, contact information, professional details, employment details.	
Purpose for using it	Employment data, creation of annual statutory return, development of staff policies, information used for budget planning and appraisals.	
Lawful basis	Contractual – employment, Legal obligation – to comply with the Employment Law.	
Who we share it with	Luton Borough Council, Dept of Education, IT contractors.	
Why we share it with them	Employers Statutory return for government reporting Enable staff to access the MIS system and Citrix.	
Any automated decision making	None	
Transfer of data to a non-EU country	As far as we know from the GDPR privacy statements from external contractors they are all GDPR compliant.	
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong.  Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you	

If you want more information about how we keep your data safe please see out main privacy statement at:

[www.william-austin.com](http://www.william-austin.com)

This policy will be monitored and reviewed by the Governors on an annual basis.

Policy updated: April 2020

Staff responsible: Sally Bacon

This policy was ratified by the Governing body/Local Authority on:

Signed on behalf of the Governing Body: \_\_\_\_\_(signature)

\_\_\_\_\_(Printed)