



Data Protection Act 2018 / General Data Protection Regulation (GDPR)

How We Use Your Information

GDPR encourages organisations that are responsible for using people's information to make sure it is clear why we need your information and how it is used.

To help explain how your information is used we have published Privacy Notices for pupil and staff data, which you can read on our Trust website (<https://www.merridaleprimary.co.uk/gdpr-information>) and on all our schools' websites.

Merridale Primary School is committed to the highest standards of information security, privacy and transparency and we therefore regularly take the opportunity to review how we manage data and our GDPR compliance.

Data Protection Officer (DPO)

Our DPO is registered with the Information Commissioners Officer (ICO) and supports our School with matters relating to Data Protection and the use of your personal information.

If you have a question about how your personal data is used in school, or would like to make a formal request, you can contact our DPO by emailing DPO@merridaleprimary.co.uk or by writing to the School at our registered address:

Merridale Primary School
Aspen Way
Wolverhampton
WV3 0UP

Please mark your envelope "For the attention of the Data Protection Officer".

You can find more information about how we manage personal data and other forms of information in the following policy documents, all of which are found on our Trust website (<https://www.merridaleprimary.co.uk/gdpr-information>) and on all our schools' websites:

- Data Protection Policy
- Freedom of Information (FOI) Policy
- Privacy Notice – pupil data
- Privacy Notice – staff data

Right to Access

Individuals have the right to access copies of their personal data that the School is processing. This is often known as "Subject Access".



An individual is only entitled to their own personal data, and not to information relating to other people. The School has a maximum of 30 days to respond to a Subject Access Request.

If we are processing your personal data, you will be entitled to receive:

- Confirmation that we are processing your personal data;
- A copy of your personal data; and
- Additional information about how your data is being used and who it is shared with.

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