



Brentfield Primary School

Children of Today Champions for Tomorrow

Privacy Statement for Data Collection Forms

Head Teacher	Mrs N. Harmer
Person Responsible	Brent Council Data Protection Officer (DPO)
Date	June 2019
Review Date	June 2020

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Version control table

Version Number	Date	Purpose / Change	Reviewer / Authoriser
1.0	12/03/2018	Original Procedure	Information Governance Team
2.0	12/06/2019	Update	Information Governance Team

How we use your information

You are providing your information to Brentfield Primary School, Meadow Garth, London, NW10 0SL. Our Data Protection Officer is, Rajesh Seedher, Brent Council, Civic Centre, Engineers Way, HA9 0FJ, 020 8937 2018.

Your information is collected for the purpose of [state purpose(s for data collection form)], as required to fulfil the school's duties under [State grounds - legislation, statutory or contractual requirement or obligation].

The information will be shared with [State who and why] [and obtained from - State who and why]. The information shall be retained for [State retention period] and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at [School's website privacy notice address]

