

## **Student data**

MSPRU takes the secure collection, storage and processing of data very seriously.

We aim to comply fully with the General Data Protection Regulations GDPR (2018).

Details of what data we collect, how and why we process it, who we provide information to and how long we keep it are outlined in the privacy notice below.

The GDPR gives you rights regarding the data we collect, process and store.

The Information Commissioners Office explain your rights under the GDPR at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to make a Subject Access Request regarding the information we hold/process/store for your child, please complete the Pupil Centred SRA form below and submit to either your child's learning centre or by email to [pru.referrals@mspru.manchester.sch.uk](mailto:pru.referrals@mspru.manchester.sch.uk). We will respond within 31 days.

If for any reason we refuse a request, we will fully explain our decision and give you details of the appeals procedure.