



Information Governance

Support Services
by Stockport Council

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	IG Team	IG Team	15.06.2018	01.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Annual review
V4	IG Team	IG Team	01.11.2022	01.09.2024	No changes
V5	IG Team	IG Team	04/10/2024	01/09/2026	No changes

Just-in-time Privacy Notice Template

A Just-in-time privacy notice is a tool that the school can use to provide focussed privacy information at the point where the personal data is collected. For example the just-in-time privacy notice could be used at the start of your annual data collection sheets, with a link to the full privacy notice on your website.

Example template

Heaton School collects data from staff, parents and pupils in order to support learning and the delivery of education, monitor pupil progress, provide the appropriate level of care and to comply with statutory obligations. Some of the personal data held is obtained directly from the parents and pupils, and some information is received from the council and other third party organisations.

Where necessary information may be shared with other organisations to assist us in providing education. Personal data will only be kept for as long as the law specifies, or where unspecified personal data will be kept for the length of time determined by our business requirements.

Heaton School are committed to protecting personal data from security threats, whether internal or external, deliberate or accidental.

You can learn more about how we use personal and special data by visiting our website .