



For the purpose of this statement the term 'school' refers to the each school within the federation.

## PRIVACY STATEMENT

Your privacy is important to Mosaic Federation. This privacy statement provides information about the personal information that Mosaic Federation collects, and the ways in which the schools within Mosaic Federation uses that personal information.

### Personal information collection

Mosaic Federation may collect and use the following kinds of personal information:

- information about your use of this website ;
- Personal details to ensure admission in to school e.g. name, D.O.B, address, email, telephone numbers, medical information, consent for photographs, local visits off site, emergency contacts
- information about transactions carried out over this website (including
- information that you provide for the purpose of subscribing to the website services (including personal details)
- any other information that you send to Mosaic Federation- please see attached appendix for individual break down of currently used data collection in school.

### Using personal information

Mosaic Federation may use your personal information to:

- administer this website;
- personalise the website for you;
- enable your access to and use of the website services;
- publish photographs about you on the website;
- send to you products that you purchase;
- supply to you services that you purchase;
- send to you statements and invoices;
- collect payments from you; and
- send you marketing communications.

Where Mosaic Federation discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Mosaic Federation may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### Securing your data

Mosaic Federation will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Mosaic Federation will store all the personal information you provide on its secure servers or hard copies will be kept in secure storage facilities in school.

Information relating to electronic transactions entered into via the website will be protected by encryption technology.

### Cross-border data transfers

Information that Mosaic Federation collects may be stored and processed in and transferred between any of the countries in which it operates to enable the use of the information in accordance with this privacy policy.

[In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.]

You agree to such cross-border transfers of personal information.

**Updating this statement**

Mosaic Federation may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

**Other websites**

This website contains links to other websites.

Mosaic Federation is not responsible for the privacy policies or practices of any third party.

**Contact Mrs G Jeynes  
Head Teacher**

If you have any questions about this privacy policy or Mosaic Federation's treatment of your personal information, please write:

- by email to [gjeynes@valleyview.s-tyneside.sch.uk](mailto:gjeynes@valleyview.s-tyneside.sch.uk); or
- by post to Valley View Primary School, Lambton terrace, Jarrow, NE32 5QY; or Hedworthfield Primary School, Linkway, Jarrow, NE34 4QF