



St Gilbert of Sempringham Church of England Primary School and Nursery

SCHOOL and NURSERY POLICY **For**

Privacy Notice for Parents/Carers

Owner/Policy Lead Officer:		Headteacher
Responsible Officer:		Administrator
Consultation:		SLT, Governing Body
Review Arrangements:		Every Three years
Adopted	May 2018	
Amended		

Review Date: **May 2021**

ST GILBERT OF SEMPRINGHAM CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

West Road, Pointon, Sleaford, Lincolnshire, NG34 0NA

Headteacher: Mrs Emma Hunt
Administrator: Mrs Zoe Durbridge-Freeman

Telephone/Fax: 01529 240465
E-mail: admin@pointon.lincs.sch.uk



12 October 2018

Privacy notice for parents/carers – use of your child’s personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We here at:

St. Gilbert of Sepringham Church of England Primary School and Nursery
West Road
Pointon
Sleaford
Lincolnshire
NG34 0NA

are the ‘data controller’ for the purposes of data protection law. Our data protection officer is Mr Joe Lee (see ‘Contact us’ below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, pupil premiums, or SEN.
- Special educational needs and disability records, plans and provision
- Behavior records
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and video footage

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions and waiting lists
- Carry out research
- Comply with the law regarding data sharing



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Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy, explains how long we must retain information about pupils.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary and it complies with data protection law we may share personal information about pupils with:

- Our local authority –to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education– to meet statutory requirements as a school
- The pupil's family and representatives–to advise them on progress,for example your child's annual report.
- Educators and examining bodies to carry out statutory assessment.
- Our regulator,Ofsted, who monitor our provision.
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as Farm Kitchen who provide out hot meals.
- Financial organisations – to facilitate payments for school provision such as trips or clubs.
- Central and local government–to meet statutory requirements as a school.
- Our auditors – to be Financially legitimate, such as invoices when our school fund is audited.
- Survey and research organisations–to participate in studies whichmay enhance our provision
- Health authorities–to keep your children well
- Security organisations–to ensure our school is safe
- Health and social welfare organisations–to meet obligations to safeguard your child
- Professional advisers and consultants–to provide development opportunities for the school and improve our provision



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- Charities and voluntary organisations who may help support the school. e.g. The NSPCC
- Police forces, courts, tribunals if we need to help children safe in the eyes of the law
- Professional bodies whose advice we may seek to improve teaching of your children
- On Line services such as Mathletics who we use to support learning.
Ark ICT who are our IT provider and supply children's passwords and log ons so they can participate in ICT and have supervised access to the internet in school.
- Clubs and Sporting bodies – Clubs for Schools (e.g. Carres Grammar Trust Sports Outreach Support, Sleaford Swimming Pool, Football etc.)

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Organisations must agree to strict terms and conditions about how they will use the data.

For more information visit the Department of Education's webpage on how they collect and share research data. You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer. Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Zoe Durbridge-Freeman Senior Administrator, St. Gilbert's Primary School & Nursery.



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Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**. Our DPO is Mr Joe Lee and can be contacted at:

Ark ICT Solutions Ltd,
Unit 6 Venture Court,
Pinchbeck,
Spalding,
Lincolnshire,
PE11 3BG
Telephone: 01775 720252

The DPO cannot hold a position that requires them to determine the purpose and means of processing personal data, for example, the Head Teacher, head of human resources, or head of information technology. In a school as small as ours it is difficult to select a member of staff (who is sufficiently experienced) for this role, who is not in some way connected to, or involved in, handling staff or pupil data.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

