

Chaucer Primary School Privacy Notice - GDPR



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To be Reviewed: September 24

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Privacy Notice – General Data Protection Regulation (GDPR)

How we use pupil information:

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, NHS School nurse, Local Authority and/or the Department for Education (DfE). We use this personal data to:

- Support pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality OF OUR SERVICES
- To comply with the law regarding data sharing: and
- To safeguard pupils'

The information will include, but not be limited to:

- Their Personal Information, such as name and address.
- Characteristics, for example ethnicity or language
- Attendance information
- Assessment information
- Medical conditions
- Special Educational needs and disabilities
- Behaviours and exclusions

We are required, by law, to pass certain information about our pupils on to our Local authority (LA) and the Department for Education (DfE). The DfE may also share the pupil personal data that we supply them with third parties. This will only take place where legislation allows and it follows the GDPR guidance.

We do not share information about our pupils to anyone without consent, unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE)under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to personal data held.

Under data protection legislation, parents have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Brandes** or Mrs Hargreaves at the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The lawful basis on which we use this information:

The General Data Protection Regulation (GDPR) is a new data protection regulation that will apply in the UK from 25 May 2018. GDPR applies to 'controllers' and 'processors'. The definitions are broadly the same as under the Data Protection Act 1998, the controller says how and why personal data is processed and the processor processes data on behalf of the controller. **The school is the data controller. Anyone who processes data on behalf of our school is a data processor.**

GDPR applies to personal data. That is, any data that can be used to identify a person. For example, pupil records. **The person who the data is about is called the data subject.** Under the GDPR, the data protection principles set out the main responsibilities for the school. These are that personal data must be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals. There must be a recorded legal basis for processing the data, for example evidenced consent, or a legal obligation, part of a contract or the vital interests of the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. The school cannot collect the data for one reason and then use it for another.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. The school must only collect the information needed for the purpose we are using it and must not collect excess information just in case.
- The data must be kept accurate and up to date.
- The personal data must not be kept for longer than necessary. The data must have a retention period and then be deleted once that retention period has expired.

- Personal data must be held securely using appropriate technical or organisational measures to prevent unauthorised processing, accidental loss, destruction or damage.
- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the Department for Education's (DfE) data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

How to find out what personal information the Department for Education (DfE) holds about your child/ren

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your child's personal data
- for a description of the data they hold about them
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about your child by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>