

Eccleston St Mary's Church of England Primary School



GDPR DATA PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

1. Your personal data – what is it?

Personal data relates to a natural living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) which comes into force May 2018.

2. Who we are?

Eccleston St Mary's C of E Primary School is the data controller. The Data Controller decides how your personal data is processed and for what purposes.

3. Why do we collect and use the data?

Eccleston St Mary's C of E Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

4. Which data is collected?

The categories of pupil information that the school collects, holds and shares includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information
- Photographs

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate e.g. to check eligibility for FSM
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

5. How we process your personal data

The Data Protection Act 1998 and the EU GDPR ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner
- Collect personal information for a specified, explicit and legitimate purpose
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected
- Ensure that the personal information is accurate and up to date
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected
- Keep your personal information securely using appropriate technical or organisational measures

6. What we use your personal data for

- To support pupil learning
- To enable us to provide a responsible and safe school for the benefit of our children
- To administer pupil assessments, progress and records
- To manage our Staff, Pupils, Governors, Employees and Volunteers;
- To maintain our own accounts and records
- To provide appropriate pastoral care
- To provide necessary communication between school and all stakeholders
- To share your contact details with the DfE and Local Authority

6. Sharing your personal data

Your personal data will be treated as strictly confidential. The school will not share your data with third parties without your consent unless the law allows us to do so. The school is required to share data with the Department for Education (DfE) on a statutory basis. The DfE has robust processes in place to ensure the confidentiality of any data shared.

7. Retention periods

We will only keep your information for as long as it is required to be retained. The retention period is either dictated by law or by our discretion. Once your information is no longer needed it will be securely and confidentially destroyed.

8. What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Eccleston St Mary's C of E Primary School uses your personal data
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO, tel. 0303 123 1113.