



SCHOOL PRIVACY NOTICE		PART 1
This privacy notice applies to pupil and parent data held by this school.		
WHY IS THIS NOTICE BEING SENT?	The General Data Protection Regulations (GDPR) replaces the Data Protection Act 1998 on 25 May 2018. The school is now required to tell all data subjects about the data that is collected about them. This form may also be used to collect certain data. schools must tell parents, pupils and staff:	
	<ul style="list-style-type: none"> • what data is being collected • what purpose data is used for • whom the data is shared with • the lawful basis for holding your data • how long we will keep your data • your individual rights under GDPR 	
PURPOSE FOR HOLDING DATA	Please see part 2 for a full list of data the school holds/collects/shares	
WHAT ARE YOU REQUIRED TO DO?	<ul style="list-style-type: none"> • please read this school privacy notice carefully 	
YOUR CHOICES	<ul style="list-style-type: none"> • You have the right to see the information that we have about you and to get any mistakes corrected. see section requesting access to your personal data 	

DATA THE SCHOOL HOLDS/ COLLECTS /SHARES

PART 2

CATEGORY OF DATA: PUPIL & PARENT DATA

Pupil Data

- personal information (name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school eligibility and mode of travel to school);
- national curriculum assessment results and attainment and progress data;
- attendance information (such as sessions attended, number of absences and absence reasons);
- exclusion / behavioural information;
- special educational needs; and
- any relevant medical information.
- any accident/incident data regarding pupils
- information relating to school admissions and transfers.

Parent Data

- personal information (name address and contact details)
- information that has been volunteered by a family (e.g. contact arrangements)
- details of other relatives authorised to collect children.

PURPOSE FOR HOLDING DATA:

- to facilitate communication between home and school
- to support pupil learning
- to monitor and report pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and to improve it
- to keep children safe and provide additional help to their families
- to comply with the law regarding monitoring and reporting on any accidents/incidents to pupils arising out of or in connection with any school activity
- to support transition between schools

THE LAWFUL BASIS ON WHICH THIS DATA IS USED:

The lawful basis for collecting and using the personal data will depend on the specific context in which we collect it.

However, we will normally collect and use personal data from you only:

- where we have your consent to do so;
- where we need to for the purposes of our functions;
- where the processing is in our legitimate interests and not overridden by your rights.

We collect and use personal information in order to meet our legal obligations set out in GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- The Education Act 1996
- The Education (Information about individual pupils) (England) Regulations 2013.
- The Health and Safety at Work Act 1974

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

WHO THIS DATA IS SHARED WITH:

Pupil Data

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so.

We routinely share pupil information with:

- Shropshire Council;
 - External professionals providing support to children with additional learning needs.
 - The Department for Education. This statutory data sharing underpins school funding and educational attainment policy and monitoring; (further information is available via <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).
- executive government agencies of the DfE include;
- the Standards and Testing Agency (STA);
 - Ofsted;
 - Education and Skills Funding Agency;
 - Organisations that require access to data in the Learner Record Service (LRS);
 - The National Pupil Database (managed by the DfE). Robust processes are in place to ensure confidentiality of data is maintained (further information is available via <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.)
- the Department of Health; local trusts include
 - Shropshire Community Health NHS Trust;
 - South Staffordshire and Shropshire Healthcare NHS foundation trust;
 - Shrewsbury and Telford Hospital NHS Trust
 - Schools that the pupils attend after leaving us;
 - Online platforms and resources to support teaching and learning including
 - Renaissance Learning (Accelerated Reader)
 - Number Gym
 - Language Centre Publications Limited (iTrack)
 - The Foundation Stage Forum (Tapestry)
 - Health & Safety Executive (HSE)
 - Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.
 - With other schools to support professional judgements relating to pupils' progress through moderation meetings

Parent Data

We do not share information about our parents with anyone without consent, unless the law and our policies allow us to do so.

We routinely share parent information with:

- Shropshire Council;
- the Department of Health; local trusts include
 - Shropshire Community Health NHS Trust;
 - South Staffordshire and Shropshire Healthcare NHS foundation trust;
 - Shrewsbury and Telford Hospital NHS Trust
- Health & Safety Executive (HSE)

- Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.
- Online platforms and resources to facilitate communication between home and school including
 - Eduspot (School Money)
 - School Cloud Systems (Parents Evening Booking System)

PERIOD DATA STORED

We will retain your personal data for as long as is necessary for the purpose it was collected.

We hold pupil and parent data in line with the Retention Schedule which is available on request from the school office

REQUESTING ACCESS TO YOUR PERSONAL DATA

PART 3

Under GDPR parents/carers and pupils have the right to request access to information about them that the school holds. This is called a **subject access request**.

To make a request for your personal information, or be given access to your child educational record contact the headteacher.

YOU ALSO HAVE THE RIGHTS TO:

- enable correction to data for accuracy.
- request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- object to processing of personal data that is likely to cause, or is causing damage or distress
- to obtain and reuse your personal data for your own purposes across different services.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by breach of the Data Protection Regulations

However, please be aware that there are certain circumstance in law where data may not be accessed. This relates to areas regarding keeping children safe and Child Protection.

If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. alternatively, you can contact the commissioners officer at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the headteacher.