

Privacy Notice - Data Protection Act 1998

Who processes your information?

We at Gnosall St Lawrence CE Primary Academy are a data controller for the purposes of the Data Protection Act. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Trish Edwards acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01785822391 or Headteacher@st-lawrence.staffs.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Gnosall St Lawrence CE Primary Academy upholds are imposed on the processor.

Andy Chell is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure it is compliant with the GDPR. The data protection officer can be contacted on 01785822391 or ceo@wsmat.co.uk

Why do we collect and use your information?

Gnosall St Lawrence CE Primary Academy 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
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

We hold this personal data to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.
- Comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include 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 - e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Gnosall St Lawrence CE Primary Academy and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Gnosall St Lawrence CE Primary Academy is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Gnosall St Lawrence CE Primary Academy will not share your personal information with any third parties without your consent, unless the law requires us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LEA
- The NHS
- Specialist SEN Agencies
- Ofsted
- Standards and Testing Agency

The information that we share with these parties includes the following:

- addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

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 Gnosall St Lawrence CE Primary Academy uses your personal data.
- Request access to the personal data that Gnosall St Lawrence CE Primary Academy 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.

Parents are able to request that only their child's name, address and date of birth are passed to the LA, by informing Michael Rees-Boughton, Office Administrator via email at mrees-boughton@st-lawrence.staffs.sch.uk or in a letter.

If you want to receive a copy of the information about your child that we hold or share, please contact Mr Rees-Boughton.

If you have a concern about the way Gnosall St Lawrence CE Primary Academy and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

If you cannot access these websites, please contact the LA or DfE as follows:

Information Governance
Staffordshire County Council
St Chad's Place
Stafford
Staffordshire
ST16 2LR
Email: foi@staffordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street

London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Declaration

I, _____, declare that I understand:

- Gnosall St Lawrence CE Primary Academy_has a legal and legitimate interest to collect and process personal data relating to my child in order to meet statutory requirements.
- How my data is used.
- Gnosall St Lawrence CE Primary Academy_may share my data with the DfE, and subsequently the LA.
- Gnosall St Lawrence CE Primary Academy_will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Gnosall St Lawrence CE Primary Academy_will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's **GDPR Data Protection Policy**.

Signed.....

Person with Parental Responsibility for (Child's name)