



# Gnosall St. Lawrence C.E. Academy Privacy Notice - Pupils & their Families

The introduction of the GDPR (General Data Protection Regulations) in May requires us to explicitly state the nature, uses and sources of information we hold about our pupils and their families, and the reasons why we need that information. This document outlines that information, and tells you your rights in terms of requesting access to the information we hold and how to appeal against any information we hold about your family. At the end of the document is a Declaration for you to sign and return to school to confirm your acceptance of the information contained herein. This is produced twice, once as part of this document (without signature) and subsequently as a separate sheet to be signed and returned to school.

## Who processes your information?

Gnosall St Lawrence Primary Academy, as the agent of WSMAT, is the data controller of the personal information you provide to us. 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. Mr Rees-Boughton (Office Manager) acts as a representative for the school with regard to its data controller responsibilities; he can be contacted on 01785 822391 or [office@st-lawrence.staffs.sch.uk](mailto:office@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 Primary Academy upholds are imposed on the processor.

The school's Data Protection Officer may be contacted via the school office. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01785 822391 or via [office@st-lawrence.staffs.sch.uk](mailto:office@st-lawrence.staffs.sch.uk).

## Why do we collect and use your information?

Gnosall St Lawrence 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:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- For safeguarding

## 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



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- 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 - these will be used to aid our records management and attendance procedures
- Safeguarding concerns/issues

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 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. The School's Data Retention Policy gives further information about this

## **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal data including names, ages, ethnicity
- Assessment outcomes, eg end of Key Stages (EYFS; KS1; KS2); phonics testing results
- Any other information requested to compile the NDP

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Gnosall St Lawrence 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 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, where appropriate and/or necessary:

- Pupils' destinations upon leaving the school
- The LA, eg Admissions, Social Services etc
- The NHS
- The Police
- ParentPay
- Capita (who run the School Information Management System - SIMS)
- Packages such as TT Rockstars, Purple Mash, Class Dojos



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- Attendance EDC (who provide our Attendance Officer)
- School photographer (Academy Photography)
- MyConcern (safeguarding logging/mapping application)
- The DfE (Census information; attendance; assessment outcomes etc)
- Entrust (who run events such as our residential activities)
- Concero (our IT support provider)
- External school club providers

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

- Personal information such as address, dates of birth; contact details; parent/carer information
- Assessment information such as Key Stage outcomes
- Termly, half-yearly or annual Reports to Parents
- Behavioural issues or concerns
- Attendance data
- Safeguarding information

Parents are able to request that only their child's name, address and date of birth are passed to the LA by informing the school office in writing, via email or letter.

## **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 Primary Academy uses your personal data.
- Request access to the personal data that Gnosall St Lawrence 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. However, you cannot require any information that the school requires in order to discharge its lawful duties.

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

## **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit Gov.uk or download our [GDPR Data Protection Policy](#).



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## Declaration (to be retained by signatories)

I declare that I understand:

- Gnosall St Lawrence Primary Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Gnosall St Lawrence Primary Academy may share my data with the DfE, and subsequently the LA.
- Gnosall St Lawrence 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 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.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.



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## Declaration (to be returned to school)

Names: 

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| Parent/Carer: |
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| Parent/Carer: |
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I/we declare that I/we understand:

- Gnosall St Lawrence Primary Academy has a legal and legitimate interest to collect and process my/our personal data in order to meet statutory requirements.
- How my/our data is used.
- Gnosall St Lawrence Primary Academy may share my/our data with the DfE, and subsequently the LA.
- Gnosall St Lawrence Primary Academy will not share my data with any other third parties without my/our consent, unless the law requires the school to do so.
- Gnosall St Lawrence Primary Academy will always ask for explicit consent where this is required, and I/we must provide this consent if I/we agree to the data being processed.
- My/our data is retained in line with the school's GDPR Data Protection Policy.
- My/our rights to the processing of my/our personal data.
- Where I/we can find out more information about the processing of my/our personal data.

Signed: 

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| Parent/Carer: |
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| Parent/Carer: |
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Date: 

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| Parent/Carer: |
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| Parent/Carer: |
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| Name(s) of pupil(s): | Class(es) |
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