



General Data Protection Regulation (GDPR) **Privacy Notice**

What is GDPR?

On 25 May 2018, GDPR superseded the UK Data Protection Act 1998. The new law brings a 21st century approach to data protection. It expands the rights of individuals to control how their personal information is collected and processed.

Who processes your information?

Rivelin Primary School is the data controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, personal data relating to pupils and their families is to be processed.

Stephanie Hanson (Office Manager at Marcliffe Primary School) will act as the representative for the school with regard to its data controller responsibilities; they can be contacted on 0114 2344329 or by email to: enquiries@marcliffe.sheffield.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 Rivelin Primary School upholds are imposed on the processor.

Why do we collect and use your information?

Rivelin 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, Local Authority (LA) and/or the Department for Education. We collect and use personal data in order to meet the 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 services;

- to comply with the law regarding data sharing;
- to safeguard pupils.

What 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 reason.
- Assessment information - e.g. national curriculum assessment results.
- Relevant medical information.
- Information relating to SEND.
- Behaviour information - 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 the specific and explicit information with regards to the reasons the data is being collected and how the data will be used

How long is data stored for and is my data safe?

Personal data relating to pupils at Rivelin Primary School 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 necessary to complete the task for purposes for which it was originally collected.

Rivelin Primary School have received assurance from all of our system suppliers that they fully adhere and are compliant with the implementation of GDPR.

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. Rivelin Primary School 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 stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing in England by:

- Conducting research or analysis.
- Producing statistics.



- Providing information, advice and guidance.

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

Rivelin Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do. The school routinely shares pupils' information with:

- Pupils destinations upon leaving the school.
- The LA.
- The NHS.
- The DfE.

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 Rivelin Primary School uses your personal data.
- Request access to the personal data that Rivelin Primary 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 any concern about the way Rivelin Primary School and/or the DfE is collecting or using your personal data, please contact the school on the first instance. If required, you can also raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday to Friday 9am to 5pm.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Stephanie Hanson, data protection officer. Their 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 0114 2344329 or at

enquiries@marlcliffe.sheffield.sch.uk



Where can you find out more information?

If you would like to find out more about how we and/or the DfE collect, use and store your personal data, please visit our website (www.rivelinprimary.co.uk) or download our GDPR Data Protection Policy.

Additional information

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

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To find out which organisations the DfE has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you would like to get in contact with DfE: <https://www.gov.uk/contact-dfe>



Excellence for Every Child Every Day



Declaration

I, _____, declare that I understand:

- Rivelin Primary School as a legal and legitimate interest to collect and process my personal data in order to meet statutory requirement.
- How my data is used.
- Rivelin Primary School may share my data with the DfE, and subsequently the LA.
- Rivelin Primary School will not share my data with any other third parties without my consent, unless the law requires the school to do so.
- Rivelin Primary School 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.

Signed _____

Date _____