



Pupil and Parent and Privacy Notice

This Privacy Notice has been written to inform pupils and parents of **Warmsworth Primary School** about what we do with your personal information in relation to providing an education to our pupils'. This Notice may be subject to change.

Who are we?

Warmsworth Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the**

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information (such as name, date of birth, unique pupil number and address);
- Contact details and preference (contact telephone numbers, email address(es), address(es));
- Characteristics (such as ethnicity, religion, language, nationality, country of birth, free school meal eligibility and Looked after Children);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as data scores, tracking, and internal and external testing);
- Exclusion information;
- Behavioural information;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We will also process certain 'special category' data about our pupils including:

- Race, ethnicity and religion;
- Special Educational Needs and Disabilities information
- Relevant medical information. Please note that where the pupil has a severe allergy, illness or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all our staff. We may do this in the form of photo identification in the staffroom and (school kitchen - if relevant) to ensure that all staff are aware of the issues should an emergency situation arise.

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral and medical care;
- for safeguarding and pupil welfare purposes;
- to inform you about events and other things happening in the school;
- to assess the quality of our services;
- to comply with the law regarding data sharing

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

The legal acts are:

- Education Act 1944,1996, 2002;
- Education and Adoption Act 2016;
- Education (Information About Individual Pupils)(England) Regulations 2013;
- Education (Pupil Information) (England) Regulations 2005;
- Education and Skills Act 2008;
- Children Act 1989, 2004;
- Children and Families Act 2014;
- Equality Act 2010;
- Education (Special Educational Needs) Regulations 2001;

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject

We also process information under article 6(1)(b) and article 9(2)(g) which is not mandatory but is considered to be in our pupils' interest, include:

- School trips
- Extra-curricular activities

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Professional bodies i.e. Department for Education (DfE), Doncaster Local Education Authority;
- Health and social welfare organisation;
- Police forces, courts and tribunals;
- Previous schools attended.

Who do we share your personal data with?

We routinely share pupil information with appropriate third parties, including:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education (DfE);
- Educators and examining bodies;
- Ofsted;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants
- Police forces, courts, tribunals
- Schools that the pupil's attend after leaving us
- Other third party companies where absolutely necessary.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

How long do we keep your personal data for?

We hold pupil data whilst the child remains at Warmsworth Primary School. The file will follow the pupil when (s)he leaves this school. However where there is a legal obligation to retain the information beyond that period, it will be retained in line with our retention policy.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation;
- to request access to your personal data that we hold, and be provided with a copy of it;
- to request that your personal data is amended if inaccurate or incomplete;
- to request that your personal data is erased where there is no compelling reason for its continued processing;
- to request that the processing of your personal data is restricted;

- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gov.uk // 03031 231113