

Ripley Infant School

Privacy Notice

Pupils in Schools, Early Years Settings, Alternative Provision and Pupil Referral Units

Data Protection Act 1998: How we use pupil information

We Ripley Infant School, are the data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

All personal data, once collated, is updated on the relevant systems and then stored securely in locked pupil files or in our secure archive cupboard. The data forms are retained as per DCC retention policy and then destroyed using our nominated confidential waste shredding service.

Personal data may be shared with the following software programmes for the purpose of pupil management, communication management (texting, email, written and telephone), safeguarding and SEND support

Integris:	Pupil Data management
Teachers2parents:	Texting/communication
My Concern:	Online safeguarding system
Derbyshire County Council:	To submit educational reports/census data/secure transfers
Emails:	Secure encrypted emails
Internal post:	Secure internal mail collected once a week

Data will only be shared with agencies for individual data needs and permission will always be sought from the parent/caraer unless the law or school concern require the process to be over ruled.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting:

Mrs L Homiak (School Business Officer) or Mrs P Doleman (Headteacher)

You can also contact the persons named above if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected
- have any information we hold about your son or daughter erased
- restrict how information we hold about your son or daughter can be used or shared
- object to information about your son or daughter being held
- have any information we hold about your son or daughter transferred to a third party
- challenge decisions relating to your son or daughter made using automated decision making and profiling

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or
- the DfE website at <https://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access these websites, please contact:

For Derbyshire County Council:

Data protection/Freedom of Information Officer
Children and Younger Adults Dept
County Hall
Matlock
Derbyshire
DE4 3AG

Website: www.derbyshire.gov.uk

Email: foi@derbyshire.gov.uk

Telephone: 01629 536470

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT

Website: www.education.gov.uk

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

Telephone: 0370 000 2288

Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact:

Mrs L Homiak, School Business Officer

If however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

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

* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.