



Dronfield Infant School

School Lane, Dronfield, Derbyshire, S18 1RY
Tel: 01246 412302

Email: enquiries@dronfield-inf.derbyshire.sch.uk

Website: www.dronfield-inf.derbyshire.sch.uk

Headteacher: Mrs Rebecca King

Dronfield Infant School – Privacy Notice

Data Protection Act 1998: How we use pupil information

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. For pupils enrolling during the school year or in Years 1 or 2, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

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: enquiries@dronfield-inf.derbyshire.sch.uk.

You can also contact the school on the email address 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





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A parent/guardian can request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing Mrs A Forsyth, School Business Officer. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.derbyshire.gov.uk/>.

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

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock





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Derbyshire
DE4 3AG

Email: cs.dpandfoi@derbyshire.gov.uk

Telephone: 01629 532011

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

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed.
- the information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

Our school's Record Retention Schedule can be found here:

<http://www.dronfield-inf.derbyshire.sch.uk/parents/school-policies>

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:

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- Mrs A Forsyth, School Business Officer
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National Support School
designated by
National College
for Leadership of Schools
and Children's Services





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- 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.





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Dronfield Infant School Photography and Video Consent

This form explains the reasons why and how Dronfield Infant School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Dronfield Infant School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Providing your consent

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

Refreshing your consent

This form is valid for the remainder of the academic year, 2017/2018 – it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.





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Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria and returning to the School Office by **Monday 21st May 2018**.

Dronfield Infant School Photography and Video Consent Form

I provide consent to:	Yes	No
Photographing and videoing my child.		
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media, including the following: Twitter, Facebook etc.		
Using videos of my child on social media, including the following: Twitter, Facebook etc.		
The local media using images of my child to publicise school events and activities.		
The local media using videos of my child to publicise school events and activities.		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> • Name • Class 		

Signed _____ Parent/Carer Date _____

Child's Name _____ Class _____

