



## Doveridge Primary School Privacy Notice

We, Doveridge Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and outside agencies. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care, and
- Assess how well the school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

All personal data once collated is updated on the relevant systems and then stored securely in locked pupil files. 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, pupil attainment and progress management, communication management (texting, email, written and telephone), financial management (trip, dinner money) and SEN support.

|                                      |  |
|--------------------------------------|--|
| <b>RM Integris:</b>                  | Pupil data management                                      |
| <b>Teachers2Parents:</b>             | Texting system   |
| <b>Stapleton Photography:</b>        | School Photographs   |
| <b>iTrack:</b>                       | Online monitoring and attainment monitoring                |
| <b>SeeSaw, Dojo, &amp; Tapestry:</b> | Progress and information sharing tool                      |
| <b>DCC systems:</b>                  | To submit educational reports/census data/secure transfers |
| <b>Emails:</b>                       | Secure encrypted emails                                    |
| <b>Internal Mail:</b>                | Secure internal mail collection once a week                |

Data will only be shared with agencies for individual data needs and permission will always be sought from the parent/carer unless the law or school concern requires the process to be over ruled (information Sharing Agreement).

*We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. If a parent/carer would like to see information on their child, a request form to access school files should be completed. See the school website for a copy of the form and the procedures.*

We are required by law to pass some information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs Clark (Headteacher) or Mrs Kirwan (School Office).

If you require more information about how the LA and/or DfE store and use this data please go the following websites:

[www.derbyshire.gov.uk/privacynotice](http://www.derbyshire.gov.uk/privacynotice)      [www.education.gov.uk](http://www.education.gov.uk)

A copy of the following forms can be found on the Doveridge Primary School website.

- Privacy Notice
- Request Form for Access to School Files
- School Data Breach Policy
- School Privacy Impact Assessment Procedure