



MILLWOOD SCHOOL

PRIMARY PRIVACY NOTICE

Overview

Millwood is committed to ensuring that we're transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse.

This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

Personal Information:

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example;

- Names of staff and pupils.
- Dates of birth.
- Addresses.
- School marks.
- Medical information.
- Exam results.
- SEN assessments and data.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- racial or ethnic origin
- religious or philosophical beliefs
- genetic and bio-metric data
- physical or mental health

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information for offsite activities

How we collect pupil information

- We collect pupil information via admission booklets at the start of the school year, Common Transfer File (CTF), pupil data update forms, EHCP process, ad hoc assessments organised by parents/carers.
- Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Purposes

We collect, store and maintain information for a number of different reasons, these include;

- to support pupil learning and the delivery of education
- 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 comply with our statutory obligations
- to keep children safe (food allergies, or emergency contact details)

Legal basis for processing data and information sharing

In the majority of cases, schools process personal data as the law requires. For all other processing, schools will collect personal information where:

- you, or your legal representative, have given consent
- you have entered into a contract with us
- it is required by law (such as where this is mandated by statute or under a court order)
- it is necessary for employment related purposes
- it is necessary to deliver health or social care services
- it is necessary to protect you or others from harm (e.g.in an emergency or civil disaster)
- it is necessary to protect public health
- it is necessary for exercising or defending legal rights
- you have made your information publicly available
- it is necessary for archiving, research, or statistical purposes
- it is necessary in the substantial public interest for wider societal benefits and is authorised by law
- it is necessary for fraud prevention and the protection of public funds
- it is in our legitimate interests (or those of a third party) provided your interests and fundamental rights do not override those interests

Your personal information may also be shared with other organisations, such as those who assist us in providing services and those who perform technical operations such as data storage and hosting on our behalf.

These practical arrangements and the laws governing the sharing and disclosure of personal information often differ from one service to another.

For this reason, each of our key service areas provide additional information about how we collect and use your information. These privacy notices explain:

- why we need your information
- who else we obtain or receive it from
- the legal basis for collection and the choices you have
- who we share it with and why
- whether decisions which legally affect you are made solely using machine based technologies
- how long we keep your information
- how to exercise your rights

The School shares information with Local Authorities, Dept of Education, NHS, Multi Agency Safeguarding Hub, Action for Children, Carers Trust for all, Together Trust, Teaching Personnel(agency staff), Hayes Education (agency staff), Healthcare providers, Specialist Speech and Language Therapy Support.

Information regarding specific privacy notices may be obtain from the School Office by contacting Alison Wilkinson on tele no 0161 724 2266 or by emailing millwood@bury.gov.uk.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data Transfers beyond EEA

We'll only send your data outside the European Economic Area ('EEA'):

- with your consent, or
- to comply with a lawful and legitimate request, or
- if we use service providers or contractors in non EEA countries.

If we do transfer your information beyond the EEA, we will make sure that it is protected in the same way as if it was being used in the EEA. We will use one of these safeguards:

- Transfer it to a non EU country with privacy laws that give the same protection as the EU. [Learn more on the European Commission Justice website.](#)
- Put in place a contract with the recipient that means they must protect it to the same standards as the EEA. [More information is available on the European Commission Justice website.](#)
- Transfer it to organisations that are part of the Privacy Shield. This is a framework that sets privacy standards for data sent between the US and EU countries. It makes sure those standards are similar to what is used within the EEA. [You can find out more about the Privacy Shield on the European Commission Justice website](#)

If we propose to make a transfer in response to a lawful and legitimate request we will normally tell you in advance unless there are compelling reasons, such as law enforcement or, reasons of safety which justify not doing so.

Automated decisions

This is not appropriate for Millwood School as we do not currently make decisions which legally affect individuals through the use of a computerised system or programme. All decisions are based on human intervention.

Data Retention/criteria

We'll only keep your personal information for as long as the law specifies. Where the law doesn't specify this, we'll keep your personal information for the length of time determined by our business requirements.

Our retention schedule outlines how long we retain certain types of information for and can be viewed on our school website.

How we keep your information safe

We're committed to ensuring your personal information is safe and protected from accidental loss or alteration, inappropriate access, misuse or theft.

As well as technical, physical and organisational controls, we recognise that a well-trained, informed and security alert workforce minimises privacy risks from human error and/or malicious threats.

We require our service providers to implement appropriate industry standard security measures. We only permit them to process your personal information for specified purposes in accordance with our contractual instructions.

Rights of individuals

You may exercise the rights listed below in relation to our use of your personal information. Some rights are absolute and others are not.

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us by contacting Alison Wilkinson, School Business Manager on tele no. 0161 724 2266 or email

millwood@bury.gov.uk. in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

To find out more about how these rights apply in particular circumstances, please refer to our Guide to exercising your Rights.

Complaints (ICO)

If you're not satisfied with the way we have answered a request from you or handled your personal information, you have the right to make a complaint to the Information Commissioner.

This right is not dependant on you raising a complaint with us first but we would encourage you to contact our Data Protection Officer by emailing IGSchoolSupport@stockport.gov.uk so we can consider your concerns as quickly as possible.