

To be agreed by FGB on 28th June

Privacy Policy (Draft)

Marton C of E Aided Primary School

Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you or your child. It applies to all instances where we collect you and your child's personal data.

This privacy notice applies to personal information processed by or on behalf of Marton CoE Aided School (Marton School).

Changes to this privacy notice

We may change this privacy notice from time to time in order to reflect changes in the law and/or our privacy practices.

Marton School and our Data Protection Officer (DPO)

We are the Marton School, School Lane, Macclesfield, SK11 9HD. We are a data controller of the personal data we hold about parents and their children who attend our school.

We have a dedicated data protection officer. You can contact the DPO by writing to the above address, marking it for the attention of the DPO. Our DPO is Mr J. Norris, Governor.

What kinds of personal information about you and your child do we process?

Personal information that we'll process in connection with you and your child includes:

- Parent/Guardian personal and contact details, such as title, full name, contact details and contact details history
- Your child's date of birth, gender and/or age.
- Details of your child's educational needs, special needs, assessments and progress.
- Records of your contact with the school.

What is the source of your personal information?

We'll collect personal information from the following general sources:

- From you directly, and any information from family members.
- Information generated about you and your child as a result of the education process and support for it.

From other sources such as Cheshire East Council, NHS and publically available directories and information (for example, telephone directory, social media, internet, news articles), other organisations to assist in prevention and detection of crime, police and law enforcement agencies

What do we use your and your child's personal data for?

We use personal data for the following purposes:

- Assessing an application for educational provision.
- Updating your or your child's records
- Assessing your child's educational progress and needs.
- Improving the operation of the school.
- Following guidance and best practice under the rules of governmental and regulatory bodies.
- Management and auditing of our school operations.
- Monitoring and to keep records of our communications with you and our staff.
- Administering our good governance requirements
- Complying with legal and regulatory obligations, requirements and guidance.
- Providing insight and analysis of our students both for ourselves and for local education authorities.

What are the legal grounds for our processing of you and your child's personal information (including when we share it with others)?

We rely on the following legal bases to use you and your child's personal data:

- Where it is needed to provide your child with an educational provision, such as:
 - Assessing your child's educational needs
 - Updating you or your child's records, tracing your whereabouts to contact you about your child's educational attainment and needs.
 - Sharing you and your child's personal information with associated organisations such as the local education authority.
- Where it is in our legitimate interests to do so, such as:
 - Managing your child's education, updating your records, tracing your whereabouts to contact you about your child's educational progress.
 - Assessing and/or testing the performance of our educational services and internal processes
 - Following guidance and recommended best practice of government and regulatory bodies
 - Management and audit of our school operation, including accounting
 - Carrying out monitoring and to keep records of our communications with you and our staff
 - Administering our good governance requirements such as internal reporting and compliance obligations or administration required for reporting processes.
 - Where we need to share your personal information with people or organisations in order to run the school or comply with any legal and/or regulatory obligations.
- Complying with our legal obligations.
- For a public interest, such as processing of your special categories of personal data such as about you or your child's health or if you or they are a vulnerable individual.

When do we share your personal information with other organisations?

As required by government and regulatory bodies such as local education authorities and the NHS.

How and when can you withdraw your consent?

Where we're relying upon your consent to process you or your child's personal data, you can withdraw this at any time by contacting us.

Is your personal information transferred outside the UK or the EEA?

No

What should you do if you or your child's personal information changes?

You should contact us so that we can update our records.

Do you have to provide you and your child's personal information to us?

We're unable to provide you and your child with a satisfactory education if you do not provide certain information to us. In cases where providing some personal information is optional, we'll make this clear.

Do we do any monitoring involving processing of you or your child's personal information?

Monitoring means any: listening to, recording of, viewing of, intercepting of, or taking and keeping records (as the case may be) of calls, email, text messages, social media messages, in person (face to face) meetings and other communications.

We may monitor where permitted by law and we'll do this where the law requires it, or to comply with regulatory rules, to prevent or detect crime, in the interests of protecting the security of our communications systems and procedures and for quality control and staff training purposes. This information may be shared for the purposes described above.

For how long is you and your child's personal information retained by us?

Unless we explain otherwise to you, we'll hold you and your child's personal information based on the following criteria:

- For as long as we have reasonable educational needs, such as managing our relationship with you, your child and managing our school operations
- For as long as we provide education services to you and your child and then for as long as is necessary to comply with retention periods in line with legal and regulatory requirements or guidance.

What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances to all data and its processing. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- Be informed about the processing of you and your child's personal information
- Have you and your child's personal information corrected if it is inaccurate and to have incomplete personal information completed
- Object to processing of you and your child's personal information
- Restrict processing of you and your child's personal information
- Have you and your child's personal information erased (the "right to be forgotten")
- Request access to you and your child's personal information and to obtain information about how we process it
- Move, copy or transfer you and your child's personal information ("data portability")
- Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you and your child.
- You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>.

Your right to object

You have the right to object to the school's use of personal data for processing purposes where you believe these extend beyond the school's legitimate pursuit of its educational interests.

Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can contact us and seek clarification asking for the attention of the DPO.