

# Student Privacy Notice

Four Oaks Primary School



Policy Name	Student Privacy Policy
Contact Person	Adam Hall
Committee	
Date of Approval	May 2018
Date of Review	May 2019

## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

- 2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Four Oaks Primary School collecting or processing their personal data.
- 2.2 All governors, employees and volunteers of Four Oaks Primary School who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

We are proud to be a caring school where the well-being and development of every individual is of paramount importance. We have a friendly school, where children feel valued and secure. Our enthusiastic and dedicated staff work in partnership with parents, governors and the community, to provide a well planned and challenging education of a high standard within a caring environment. We value parents as partners in the education process and there are many occasions when families are welcomed into school to share our activities.

Our Data Protection Officer can be contacted here:

- [dpo@fouroaksprimary.bham.sch.uk](mailto:dpo@fouroaksprimary.bham.sch.uk)
- TEL: 0121 675 4040



# STUDENT PRIVACY NOTICE

Document Control

Issue No: 1.0.1

Page: 2 of 10

The personal data we would like to process on you is:

Personal data type:	Source (Where Four Oaks Primary School may have obtained the personal data from; if it has not been collected directly from you, the data subject)
Personal Information – eg names, pupil numbers and addresses	Local Authority, Previous School/Setting
Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility	Local Authority
Attendance information – e.g. number of absences, absence reasons, and any exclusions	Local Authority, Previous School/Setting
Assessment information – e.g. national curriculum assessment results	Local Authority, DfE, Previous School/Setting
Relevant medical information	NHS,
Information relating to SEND	Local Authority, Previous School/Setting
Behaviour information – e.g. Achievements, number of temporary exclusions	Local Authority, Previous School/Setting
Photo's, Images and Video	School staff to showcase the work of pupils
Payment Information	School dinner payments, school trips, school clubs

The personal data we collect will be used for the following purposes:

- Administering your (or your child's) progress through the education system
- Maintaining records of your (or your child's) participation in school life.

Our legal basis for processing personal data:

We collect and use pupil information under **Article 6** of the General Data Protection Regulation, specifically;

- a. **Consent:** you have signed consent for us to process data for a specific purpose
- b. **Legal obligation:** the processing necessary for us to comply with law
- c. **Vital interests:** the processing may be necessary to protect someone's life
- d. **Public Task:** the processing is necessary for our function of a school (the vast majority of the data we process)

We also process special category data as set out in **Article 9** of the General Data Protection Regulation, specifically;



# STUDENT PRIVACY NOTICE

- a. Processing is necessary to protect the vital interests of the data subject where they are legally incapable of giving consent
- b. Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The special categories of personal data are:

- Ethnic origin
- Religious beliefs
- Biometric data
- Health and welfare data

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable you (or your child) to participate in extra-curricular school activities.

## 3.2 Consent

As we are not relying on consent as the legal basis for processing your (or your child's) data we do not need to seek your permission to process the data. By issuing this notice to you we are fulfilling our legal duty to inform you that the processing is taking place.

## 3.3 Disclosure

Four Oaks Primary School will not pass on your personal data to third parties without first obtaining your consent unless the legal basis for data processing or our policies allow us to do so. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:]

<b>Organisation and location, including any third country (non-EU) international organisations</b>	<b>Safeguards in place to protect your personal data</b>
Local Authority	Encrypted data transfer
DfE	Encrypted data transfer
New School/Setting	Encrypted data transfer



### 3.4 Retention period

Four Oaks Primary School will process personal data for as long as necessary and will store the personal data for as long as necessary to complete the tasks for which it was originally collected.

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Four Oaks Primary School refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Four Oaks Primary School or third parties acting on our behalf, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office and Four Oaks Primary School's Data Protection Officer.



# STUDENT PRIVACY NOTICE

Document Control

Issue No: 1.0.1

Page: 5 of 10

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Officer contact details</b>
Contact Name:	Information Commissioner's Office	Adam Hall
Address line 1:	Wycliffe House	Four Oaks Primary School
Address line 2:	Water Lane	Edge Hill Road
Address line 3:	Wilmslow	Sutton Coldfield
Address line 4:	Cheshire	Birmingham
Address line 5:	SK9 5AF	B74 4PA
Email:	casework@ico.org.uk	dpo@fouroaksprimary.bham.sch.uk
Telephone:	0303 123 1113 (local rate)	0121 675 4040



## 3.7 Privacy statement

Read more about how and why we use your data here [\[insert link to privacy statement on the website\]](#).

### Online privacy statement

#### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

#### How we use your information

This privacy notice tells you how we, Four Oaks Primary School, will collect and use your personal data for the running of our school, and for compliance with the Local Authority and the DfE. We use services to enhance our curriculum and assist pupils with their learning, monitor behaviour, safeguard our pupils and track their achievement.

#### Why do we need to collect and store personal data?

In order for us to provide an education to our pupils we need to collect personal data to:

- support our pupils' learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard our pupils
- to enable additional support for children and families when required
- To help manage the school budget



In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes we would contact you for additional consent.

Will Four Oaks Primary School share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Four Oaks Primary School in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will Four Oaks Primary School use the personal data it collects about me?

Four Oaks Primary School will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date, and not keep it for longer than is necessary. Four Oaks Primary School is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Four Oaks Primary School contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that Four Oaks Primary School holds about me?

Four Oaks Primary School at your request, can confirm what information we hold about you and how it is processed. If Four Oaks Primary School does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.





- If the processing is based on the legitimate interests of Four Oaks Primary School or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Four Oaks Primary School accepts the following forms of ID when information on your personal data is requested:

current passport bearing a photograph and signature, or  
driving license, bearing a photograph and signature.

If you do not hold a current passport or driving license two copies of other identification documents may be accepted as an alternative, such as:

birth certificate;

utility bill from preceding three months bearing current address;

current vehicle registration document;

bank statement from preceding three months;

current rent book.



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# STUDENT PRIVACY NOTICE

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**Document Control**

Issue No: 1.0.1

Page: 9 of 10

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Contact details of the Data Protection Officer / GDPR Owner:

**Data Protection Officer contact details**

Adam Hall  
Four Oaks Primary School  
Edge Hill Road  
Sutton Coldfield  
B74 4PA

dpo@fouroaksprimary.bham.sch.uk  
0121 675 4040



# STUDENT PRIVACY NOTICE

Document Control

Issue No: 1.0.1

Page: 10 of 10

## Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on [insert date] and is issued on a version controlled basis under the signature of [insert name and job title].

Signature:

Date:

## Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	Adam Hall	16/05/18

