



Woodbank Primary School

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Privacy Notice for Pupils and Families

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend Woodbank Primary School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

Why does the school have to issue this Privacy Statement?

The school is classed as a Data Processor because the school processes data, for example it shares some attainment data with the Department for Education. Because the school also decides to have some internal systems, such as having systems to make sure the school treats everybody equally, then the school is also a Data Controller. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare)
- To make sure that we give equal treatment to all children
- To support the social life of the school community, including activities beyond the school day (i.e. after school clubs)

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such as photographs.

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately

"Outstanding Aspirations"

- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. The members of staff do not share passwords or leave equipment or paper records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyse pupil attainment that they comply with the *General Data Protection Regulation*).

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The school have a team of three staff members to look after pupils' information. We have also appointed a *Data Protection Officer* who advises and visits the school who works for a company called *Safeguarding Monitor*.

The *Governing Body* has a governor who also looks after pupils' information.

Pupils and Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children/parents to sign an *Acceptable Use Policy*. The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

Privacy Notice for Staff

Introduction

Staff employed by Woodbank Primary School and contractors engaged by the school have many legal rights regarding how their personal data is obtained, stored, processed and transmitted (i.e. 'processed') both during your period of employment and after. The school has to obtain certain information before a contract of employment may be offered. This privacy notice details how the school will comply with the law and gives you an understanding of why and how the school uses the information about you.

This privacy notice does not form part of your contract of employment. The notice may be updated at any time. All people working with or for the school must comply with this policy when processing data.

The Governing Body and Leadership of Woodbank Primary School acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring security for your data.

Roles and Responsibilities

The school is a **Data Controller** as we are responsible for decisions about how and why we use your personal information.

At times the school acts as a **Data Processor** when we are required to obtain, process and transfer data on the behalf of external organisations.

The school has appointed a **Data Protection Officer**

Adrian Stygall, Schools' Liaison Director, Safeguarding Monitor
adrian@safeguardingmonitor.co.uk
0330 400 4142
2 Wellington Place, Leeds, LS1 4AP

Usually the school will coordinate data protection practice through the GDPR Team.

Mr Stygall may be contracted directly should any employee or contractor feel that their concerns about data protection are not being addressed within the school. Among the DPO's duties are:

- Advice on the secure storage and transmission of data (both physical and digital)
- Updates for the school on the GDPR
- The completion of a data audit
- Support for a data processing record system
- The provision of template GDPR documentation (please note that this cannot be shared beyond the school without the permission of Safeguarding Monitor)
- Reporting to the school's leadership and governing body on levels of security and compliance
- Support with securing certification that they are also complying fully with GDPR duties from third parties who might hold personal data through the school
- The DPO will communicate with the Information Commissioner's Office should there be a confirmed or suspected data breach
- The DPO will communicate with any person whose data might have been improperly accessed, deleted, lost or stolen

The governor who oversees data security for the governing body is Simon Cook who is contactable through school.

The principles under which the school will process data

- Data will be kept securely - all employees and contractors share this duty
- Personal information will all be stored no longer than is necessary to exercise the school's duties and statutory requirements
- All employees and contractors will be informed clearly about the purposes for processing data
- Data processing will be limited to the purposes that are explained to employees and contractors
- The school will keep data relevant, current and up-to-date
- The school will only use personal information in a legal and transparent manner

The categories of information and the bases for which that information is processed

In broad terms the school will collect, store, process and transmit data to meet its duties under

- Employment law
- Safer recruitment
- Staff welfare
- Payroll and pension procedures
- Appraisal and disciplinary or capability proceedings
- To meet the school's responsibilities under the Equalities Act

Specifically the school will process the following information

Data processed on the legal basis of public task for safe recruitment, promotion and pupil safeguarding

Your application with references, proof of qualification, proof of identity, right to work in the UK, DBS certification/Childcare Disclosure, any disability, notes on your recruitment process, images captured within the school site (ID badges/Sign in system) your use of IT equipment to ensure compliance with our Acceptable Use Policy and other IT policies

Data processed on the legal basis of public task for employment, payroll and pension procedures and the prevention of fraud

Your data of birth, bank details, payroll details, address, pension choices, national insurance number, a photograph of you, tax status, car details (if you intend to park in the school site), leave entitlement, sick leave monitoring and any disciplinary or capability notes should the need arise

Data processed on the legal basis of public task for staff welfare

Contact details for your next of kin, any medical needs, disability, allergies and any other health needs that you choose to share

Data processed on the legal basis of public task to fulfil the school's duty of accountability

Your Appraisal, the attainment and achievement of pupils you teach or for whom you share a responsibility, your continuous professional development

Data processed on the legal basis of consent for equality monitoring

You may choose to disclose information regarding your ethnicity, age, religion, gender, sexual orientation and medical needs (this includes mental health and disability) so that the school can monitor its equality of employment

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Data processed on the legal basis of consent to support the school team's social life

With your consent the school use your data to share information about social events organised for the staff

Data processed on the legal basis of consent to support the school's professional relationships

Your trade union membership

This cannot be an exhaustive list, but any further information will be collected and used legally and on either the basis of public task or consent. Much of the information is collected during recruitment and induction. We have to collect some information from former employees and other agencies such as the **Data Barring Service**. Further information will be collected throughout your period of working for the school. Some information will be processed for external agencies, including future employers on the basis of public task. The principal use of your information will be for the school to perform the contract that applies to our working relationship.

If information required on the basis of the school's public task is withheld then the school might not be able to perform the contract that applies to our working relationship.

You will be notified if we need to use your information in ways other than those so far stated and you will be informed about which legal basis has been selected.

The school regards certain information as particularly sensitive - such as information on physical and mental health, disability, religion, ethnicity and sexuality. Such information will be gathered to support the school's equal opportunities obligations, but will only be gathered given your specific written consent. Such information may also be used to ascertain your fitness to work and to ensure your health and safety and/or to make reasonable adjustments to your working environment and work pattern.

The school does not use your information for automated decision making.

We share some information with third parties most commonly for HR tasks and as required by the law *Payroll and pension, benefits provision and administration*

All third parties are required to maintain data security as the law requires.
We require certification from third parties that your information is secure.

After your period of employment with the school we will only keep that information which we are required to do so to fulfil financial, legal and safeguarding duties.

Your duty to inform the school of changes

The school must have up-to-date information which is accurate. Please keep the school informed of any changes to your information while you are employed by the school

Your rights to 'see' your data

Under law, under most circumstances, you have the right to request access to your personal information (usually this is known as a 'data subject request'). Under this right you may request a copy of the information we hold on you and to check that processing is lawful.

You may request correction or completion of any of the data.

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You may request that your personal information is erased or restricted if there is information for which there is no good purpose for the school to continue to hold

Please contact the school GDPR Lead in writing should you wish to review, correct or erase personal information, or you may contact the DPO directly. The school has 15 days to meet your request.

Please note that the school has a primary duty of care to the children and may withhold access if it can be demonstrated that this is necessary in the vital interests of a child. You will be informed if this is the case in writing.

There is no fee required for your access to data or for any amendments.

You have the right to withdraw the consent that you have previously granted the school to process certain data. If this is the case then please contact school GDPR Lead in writing.

School compliance

Woodbank Primary School has appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about your data security or this privacy notice, then please contact the DPO initially.

You have the right to make a complaint to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection.

Woodbank Primary School may update this privacy notice at any time. A copy of the new notice will be given to you. We may inform you in other ways of any changes that we make to the processing of your data.