

MY Schools Together - Privacy Notice

1. Policy Statement

This policy notice has been written to comply with the Data Protection Act 1998 (DPA) and the new EU General Data Protection Regulation (GDPR). MY Schools Together is the Data Controller, and we are committed to protecting the rights of individuals.

Personal Data can include name, date of birth, home address, and home telephone number; email address, emergency contact etc. The GDPR defines personal data 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;'*

Special Categories of personal data (sensitive personal data) relate to racial or ethnic origin, religion, data concerning health or data concerning a natural person's sex life or sexual orientation.

2. Privacy Notice

The GDPR requires us to give all individuals a 'Privacy Notice' at the time they provide us with their personal data, the privacy notice contains information regarding the collecting, processing, storage and retention of the personal data. MY Schools Together:

2.1 Processes personal data for the following purposes:

- Monitoring and Evaluation
- Reporting to funding bodies
- Monitoring equal opportunities
- Providing operational information
- Promoting our services
- Safeguarding

2.2 Ensures all data collected satisfies the GDPR conditions under Article 6 and Article 9;

2.3 Has a Data Protection Officer who can be contacted at: DPO@oldham.gov.uk

2.4 Access to data is restricted to MY Schools Together governors and employees, personal data is held securely, all paper data is filed in a lockable cabinet and all electronic data is stored on password protected computers within encrypted files and folders and is backed up on a trusted cloud based system daily.

2.5 You have the right to access your personal data, to object to the processing of your personal information, to rectify, to erase your personal information as well as the right to withdraw consent if processing is based on consent. Any requests or objections must be made in writing to Data Protection Officer (Subject Access Request). For further information, please visit our website.

2.6 If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the Data Protection Officer. If you remain dissatisfied, you have the right to apply directly to the Information Commissioner for a decision www.ico.org.uk/raising-concerns

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Parental Data Consent Form

Please read and complete the enclosed forms and return to the main office.

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to, how long we keep it for and when we will delete/destroy it. This relates to any data we hold – whether on paper on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it. We require you as a parent to acknowledge (by ticking the box and signing underneath) each section. By doing so, you are acknowledging that you are happy with the arrangements.

Please note: we will endeavour to inform you in a timely manner of any changes.

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration / Admissions Data	Name D.O.B. Address. Telephone Medical issues. Parental details & contacts. Ethnicity. Meal Arrangement. Previous Schools. Attendance Income & Service Information.	Legally required to for admission to school Well-Being of your Child Communication Funding	All Staff (where absolutely necessary)	Completed on paper and entered on to school's Information Management System	Held On File throughout child's time at school Passed on to new school when moving Paper copy then shredded Computer retains copy of records in 'archive' annually.

I understand the purpose of this data and confirm that I am satisfied with the federations arrangements for managing it.

Signed: _____ **Date:** _____

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Tests and Assessment Data					
What?	Probable Content	Why?	Who?	Where?	When?
SATs results	Foundation Stage including photo evidence	Legally required to provide some data to the Department for Education	All Staff (where necessary)	Data for the DfE is electronically held	Held on file throughout child's time at school
Internal Assessments & Tests	Key Stage 1	To identify strengths and weaknesses, so teaching can be made more personal		Teachers own test results are held in their Assessment Files	Passed on to new school when moving
Early Years Tracking	Phonics Testing				
Reports to parents	Key Stage 2			Tapestry Online Learning Journal	Computer retains Copy of Records in 'Archive'
	Class Assessments (Tests)				

I understand the purpose of this data and confirm that I am satisfied with the federation's arrangements for managing it.

Signed: _____ Date: _____

Well Being Data					
What?	Probable Content	Why?	Who?	Where?	When?
Behaviour & Exclusions	Pupil names DOBs & UPNs	To ensure the wellbeing of all pupils.	All staff and relevant administration staff.	School MIS (Management Information System) systems.	On-going.
Child Protection Records	Sensitive and confidential information regarding pupil behavioural issues or Additional Needs.	To ensure all pupils receive any specialist help needed and personal records are kept up to date.		CPOMS (Safeguarding & Child Protection Software for Schools) system.	Passed on to new school when moving
Health & Safety Records	Records of specific health and safety incidents on the premises.	Health of Pupils & Staff			Held on file throughout child's time at school
Additional Needs	Medical Information				
Medical Records					

I understand the purpose of this data and confirm that I am satisfied with the federation's arrangements for managing it.

Signed: _____ Date: _____

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CCTV					
What?	Probable Content	Why?	Who?	Where?	When
Video Recordings of school premises	Anyone on school premises	Security and safety of Staff and Pupils Reduce insurance claims and costs to the school's	Senior Leadership Team. Business Manager	The recordings are held electronically in the school, on the CCTV master system in restricted room	Recordings are automatically deleted every 30 days.

I understand the purpose of this data and confirm that I am satisfied with the federation's arrangements for managing it

Signed: _____ Date: _____

Pupil Images					
What?	Probable Content	Why?	Who?	Where?	When?
Images and video content of staff and pupils.	Advertising, newspaper articles and school video content. Names	Promotion of the federation. Recording activities. Documentation of school concerts Displays Parent Keepsakes	All teaching and administration staff Parents	School website School display boards School database systems External Newspaper archives Televised news	On-going. Held on file throughout child's time at school

Additional statement: Please note, pupils will only be included in imaging and video content if consent has been given by the parent or guardian on induction forms.

I understand the purpose of this data and confirm that I am satisfied with the federation's arrangements for managing it.

Signed: _____ Date: _____

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Educational visits/Minibus

At Yew Tree and Mather Street, we try to get children out of the classroom to make the children's learning more real and interesting.

We have access to minibuses at both schools so that we can be a little more adventurous on our outings and may be able to travel a little further at very short notice.

We now require everyone to sign the acceptance form to allow us to take your child on such outings either on the minibus or walking.

For any trips that need parental contributions for funding or are outside of the school day we will still send a separate permission letter which will be sent to you before the trip.

From time to time some school trips will require information whilst out of school. The information gathered here will be used solely for the purpose stated above. It will:

- Only be held by class teachers
- Only be accessible to school staff involved with this activity
- Shredded upon return to school
- Be used to update our records if it contains more accurate data

I understand the purpose of this data and confirm that I am satisfied with the federation's arrangements for managing it.

Signed: _____ **Date:** _____

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, MY Schools Together is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and E-mail are worthwhile and are essential skills for children as they grow up in the modern world. If you wish to see a copy of the federation's E-Safety & Acceptable Use Policy, this is available from our schools' websites or you can request a copy from the school offices.

Although there are concerns about pupils potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our schools' internet providers operate a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for any damages arising from your child's use of the MY Schools Together internet facilities.

I understand the purpose of this and confirm that I am satisfied with the federation's arrangements for managing it.

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Additional Statement: *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the schools' websites, which will be updated regularly.*

(Please fill in block capitals)

Child's Name: _____

Date of Birth: _____

Name of Person Completing Form: _____

Relationship to Child: _____

Signed: _____ **Date:** _____