

# Privacy Notice

## Data Protection Act 2018

To all parents, guardians and pupils. This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

## How we use pupil information

We process personal information relating to our pupils and may receive information about them from their previous setting, Local Authority, the Department for Education (DfE) and other professional agencies.

### We hold this personal data to:

- provide an education, support our pupils' learning and monitor and report on their progress;
- ensure the safeguarding of pupils and provide appropriate pastoral care;
- ensure the medical health, health and safety and wellbeing of our pupils; and
- provide for any special educational needs for our pupils.

### This information will include:

Pupil and parent/carer name and contact details, gender, date of birth, national curriculum assessment results, Free School Meals/Pupil Premium eligibility, attendance information, any exclusion/behavioural information, any accident or incident information, information from previous school or pre-school setting, pupil's school after they leave us and personal characteristics such as their ethnicity, religion and language, any special educational/child protection needs they may have as well as relevant medical information.

### Our lawful basis for processing information is:

- **Legal obligation** - processing is necessary to comply with the following laws:
  - The Education Act 1996
  - The Education (Information About Individual Pupils) (England) Regulations 2013
- **Public task** - processing is necessary to perform a task in the public interest
- **Vital Interests** - processing is necessary to protect someone's life

### Sharing personal data

Organisations that we are most likely to share personal data with are:

- Shropshire Council (Admissions, Exclusions, Attendance, Special Educational Needs, Free School Meals)
- The Priory School Trust

- The Department for Education (DfE) (This statutory data sharing underpins school funding and educational attainment policy and monitoring)
- Ofsted
- The Standards and Testing Agency (STA)
- The National Pupil Database (managed by the DfE). <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
- The NHS
- Other health professionals/external safeguarding agencies
- ICT service provider
- Providers of services within or behalf of the school (e.g. Catering Academy, Club providers, Activity Centres, school photographer)
- Next school or educational setting
- Health & Safety Executive (HSE)

If you need more information about how Shropshire Council or DfE collect and use your information, please visit:

**Shropshire Council LA Website:** <https://www.shropshire.gov.uk/access-to-information/>

**DfE Website:** <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Protecting your personal data**

To ensure your son or daughter's information is kept safe we have the following controls in place to process data that comply with the General Data Protection Regulation (GDPR):

- the information will not be used for any purpose other than those stated in this notice;
- the information will be held within secure systems/locations, with appropriate levels of security;
- the information will only be shared for lawful purposes and with an appropriate level of security;
- the information will not be held for longer than is necessary, after which it will be securely destroyed, in line with our School Retention Schedule; and
- we will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

### **Your rights regarding pupil data**

Under GDPR parents/carers have the right to request access to information about them or their child that the school holds. This is called a **Subject Access Request**. Please put your request in writing to the school or follow the link <https://tinyurl.com/yd8uvqbc> to a template form.

Please contact School reception if you wish to:

- amend or correct any records we hold about your son or daughter;

- object to processing of personal data about your son or daughter that is likely to cause distress, or is causing damage and distress;
- In certain circumstances restrict or erase any personal data we hold about your son or daughter; and/or
- have any information we hold about your son or daughter transferred to a third party.

### **Concerns regarding school processing of data**

If you have a concern about the way the school is collecting or using your child's personal data, please raise this with the school by contacting:

- **Mr David Gumsley (Chief Finance Director and Data Protection Manager)**

**Email:** [d.gumsley@sat.coop](mailto:d.gumsley@sat.coop)

If however you are dissatisfied with our response to your concerns you can, of course, contact the:

Information Commissioners Office\*, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: <https://ico.org.uk/>

\* The ICO is the Supervisory Authority who deals with concerns and complaints relating to data protection legislation.