

## WOORE PRIMARY SCHOOL PRIVACY NOTICE

## PART 1

### THIS PRIVACY NOTICE APPLIES TO PUPIL, PARENT / CARER AND STAFF DATA HELD BY THIS SCHOOL

<b>WHY IS THIS NOTICE BEING SENT?</b>	<p>UNDER DATA PROTECTION LAW, INDIVIDUALS HAVE A RIGHT TO BE INFORMED ABOUT HOW WE USE ANY PERSONAL DATA THAT WE HOLD ABOUT THEM. WE COMPLY WITH THIS RIGHT BY PROVIDING 'PRIVACY NOTICES' (SOMETIMES CALLED 'FAIR PROCESSING NOTICES') TO INDIVIDUALS WHERE WE ARE PROCESSING THEIR PERSONAL DATA. THIS PRIVACY NOTICE EXPLAINS HOW WE COLLECT, STORE AND USE PERSONAL DATA ABOUT OUR PUPILS, THEIR PARENTS / CARERS AND OUR STAFF. WE, WOORE PRIMARY SCHOOL, ARE THE 'DATA CONTROLLER' FOR THE PURPOSES OF DATA PROTECTION LAW. OUR DATA PROTECTION OFFICER IS RACHEL GOODMAN. THIS PRIVACY NOTICE EXPLAINS:</p>
	<ul style="list-style-type: none"> <li>• what data is being collected</li> <li>• what purpose data is used for</li> <li>• whom the data is shared with</li> <li>• the lawful basis for holding your data</li> <li>• how long we will keep your data</li> <li>• your individual rights under UK Data Protection Law (the UK_GDPR and Data Protection Act, 2018)</li> </ul>
<b>PURPOSE FOR HOLDING DATA</b>	<p>IN SUMMARY, WE COLLECT AND USE PUPIL INFORMATION, FOR THE FOLLOWING PURPOSES:</p> <p>A) TO SUPPORT PUPIL LEARNING          B) TO MONITOR AND REPORT ON PUPIL ATTAINMENT PROGRESS          C) TO PROVIDE APPROPRIATE PASTORAL CARE          D) TO ASSESS THE QUALITY OF OUR SERVICES          E) TO KEEP CHILDREN SAFE (FOOD ALLERGIES, OR EMERGENCY CONTACT DETAILS)          F) TO MEET THE STATUTORY DUTIES PLACED UPON US FOR THE DEPARTMENT FOR EDUCATION (DFE) DATA COLLECTIONS</p> <p>PLEASE SEE <b>PART 2</b> FOR A FULL LIST OF <b>DATA THE SCHOOL HOLDS/COLLECTS/SHARES (PROCESSES)</b></p>
<b>WHAT ARE YOU REQUIRED TO DO?</b>	<ul style="list-style-type: none"> <li>• please read this <b>school privacy notice</b> carefully</li> <li>• in all cases you will be asked to sign <b>the box below</b> to confirm that you have received this information.</li> <li>• all signed copies of should be returned to the school administrator as soon as possible. You should keep the remainder of this notice.</li> </ul>
<b>YOUR CHOICES</b>	<ul style="list-style-type: none"> <li>• You have the right to see the information that we have about you and to get any mistakes corrected. See the section on <b>requesting access to your personal data in Part 3</b></li> </ul>

## COPY FOR YOU TO RETURN TO SCHOOL

<b>I acknowledge that have received this school privacy notice.</b>			
<b>PRINT NAME</b>	.....	<b>SIGNATURE</b>	.....
<b>ON BEHALF OF PUPIL (NAME(S))</b>	.....	<b>DATE</b>	.....

<b>WOORE PRIMARY SCHOOL PRIVACY NOTICE</b>		<b>PART 1</b>
THIS PRIVACY NOTICE APPLIES TO PUPIL, PARENT AND STAFF DATA HELD BY THIS SCHOOL IN RELATION TO DATA HELD FOR:		
<b>WHY IS THIS NOTICE BEING SENT?</b>	<p>UNDER DATA PROTECTION LAW, INDIVIDUALS HAVE A RIGHT TO BE INFORMED ABOUT HOW WE USE ANY PERSONAL DATA THAT WE HOLD ABOUT THEM. WE COMPLY WITH THIS RIGHT BY PROVIDING ‘PRIVACY NOTICES’ (SOMETIMES CALLED ‘FAIR PROCESSING NOTICES’) TO INDIVIDUALS WHERE WE ARE PROCESSING THEIR PERSONAL DATA. THIS PRIVACY NOTICE EXPLAINS HOW WE COLLECT, STORE AND USE PERSONAL DATA ABOUT OUR PUPILS, THEIR PARENTS / CARERS AND OUR STAFF. WE, WOORE PRIMARY SCHOOL, ARE THE ‘DATA CONTROLLER’ FOR THE PURPOSES OF DATA PROTECTION LAW. OUR DATA PROTECTION OFFICER IS RACHEL GOODMAN. THIS PRIVACY NOTICE EXPLAINS:</p>	
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<b>WHAT ARE YOU REQUIRED TO DO?</b>	<ul style="list-style-type: none"> <li>• please read this <b>school privacy &amp; consent notice</b> carefully</li> <li>• in all cases you will be asked to sign to confirm that you have received this information.</li> <li>• all signed copies of <b>Part 1</b> should be returned to the school administrator as soon as possible. You should keep the remainder of this notice.</li> </ul>	
<b>YOUR CHOICES</b>	<ul style="list-style-type: none"> <li>• You have the right to see the information that we have about you and to get any mistakes corrected. See the section on <b>requesting access to your personal data</b> in <b>Part 3</b></li> </ul>	
<b>COPY FOR YOU TO KEEP</b>		

HOW WE PROCESS DATA			PART 2	
Pupil Information	Period Data is stored	Purpose for Holding Data	Lawful Basis on which this data is used	Who this data is shared with
Personal information (name, unique pupil number and address)	Up to 25 years	-to support pupil learning -to monitor and report on pupil progress -to provide appropriate pastoral care -to assess the quality of our services -to comply with the law regarding data sharing -to safeguard pupils -to comply with the law regarding monitoring and reporting on any accidents or incidents to pupils arising out of or in connection with any school activity.	In order to carry out its ordinary duties to staff, students and parents, the School may process a wide range of personal data about individuals (including current, past and prospective staff, students or parents) as part of its daily operation.  We collect and use personal information in order to meet our legal obligations set out in UK GDPR / The Data Protection Act and other UK law, including the Education Act 1996 and the Education (information about individual pupils) (England) Regulations 2013. The Education (information about individual pupils) (England) Regulations 2013.  The School need to process some of this data in order to fulfil our legal obligations – including those under a contract with its staff, or parents of its students.  Other uses of personal data will be made in order to carry out the School’s official public tasks, functions, duties or powers as laid down by UK Law (e.g. pupil attendance, pupil assessments).  From time to time we will ask for your explicit consent to use some personal data (such as photographs) for the promotion of the School externally, Acceptable Use Policies, and as part of the participation of pupils in clubs, activities, trips.  In addition, the School may need to process special category personal data (concerning health, ethnicity, religion, or sexual life) or criminal records information (such as when carrying out DBS checks) for the following purposes that which is necessary for archiving purposes in the public interest, or in accordance to our obligations or duties imposed on it by law, including those relating to safeguarding and employment. <i>to find out more about the data collection requirements placed on us by the department for education go to <a href="https://www.gov.uk/education/data-collection-and-censuses-for-schools">https://www.gov.uk/education/data-collection-and-censuses-for-schools</a></i>	Shropshire Council The Department for Education The standards and testing agency (STA) Ofsted Education and skills funding agency Organisations that require access to data in the Learner Record Service (LRS) The National Pupil Database (managed by the DfE) Department of Health including local trusts. Health and Safety executive (HSE) Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention form the other public sector agencies. Transition Schools.
Characteristics (such as ethnicity, religion, language and free school meals eligibility and mode of transport to school)	The time your child is in this school.			
National curriculum assessment results;	For 5 years after your child leaves the school.			
Attendance information (such as sessions attended, number of absences and absence reasons);	We keep each register for three years.			
Exclusion / behavioural information;	The time your child is in this school.			
Pupil Premium Data	For 1.5 years			
LAC (Looked After Child)	The time your child is in school			
Special educational needs;	DOB +25 years			
Any relevant medical information.	The time your child is in this school.			
Any accident/incident data regarding pupils	DOB +21 years			
Formative and summative assessments	For 3 years			
Exercise books	For 1 years			
Display boards	For 1 year			
Evidence folders (photographs, work, targets)	For 3 years			
Class Dojo	The time your child is in this school			
Seesaw	The time your child is in this school			
Planning	For 1 year			
Mark Books	For 1 year			
Parents contact details.	The time your child is in school			
Consent lists for clubs and activities	Conclusion of the club or trip.			
Sports award evidence folders	For 2 years			
Governors and Volunteers detail (DBS/ Contact details)	Duration of link to school.			
Staff files	Termination + 7 years			

## REQUESTING ACCESS TO YOUR PERSONAL DATA

## PART 3

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Ward (Headteacher)**

### YOU ALSO HAVE THE RIGHT TO:

- ask us for access to information about you that we hold,
- have your personal data rectified, if it is inaccurate or incomplete,
- request the deletion or removal of personal data where there is no compelling reason for its continued processing,
- restrict our processing of your personal data (i.e. permitting its storage but no further processing),
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics,
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Mrs Ward (Headteacher)**

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Updates to this notice - We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on **23<sup>rd</sup> April 2023**

If you would like to discuss anything in this privacy and consent notice, please contact:

**MRS WARD (HEAD TEACHER)**

**RACHEL GOODMAN (DATA PROTECTION OFFICER)-CONTACT DETAILS THROUGH THE SCHOOL OFFICE**