

I acknowledge that have received this school privacy notice.

| SCHOOL PRIVACY NOTICE   |   | PART 1   |  |
|---|---|--|--|
| THIS PRIVACY NOTICE APPLIES TO PUPIL, PARENT AND STAFF DATA HELD BY THIS SCHOOL IN RELATION TO DATA HELD FOR: |   |  |  |
| <b>PARENTS/CARER</b><br>PARENTS DATA  |   | <b>PARENTS/CARER</b><br>PUPIL DATA (FOR UNDER 13 YEAR OLD PUPILS ) |  |
| <b>PUPIL</b><br>PUPIL DATA (OVER 13'S ONLY)   |   | <b>STAFF:</b><br>STAFF DATA  |  |
| <b>WHY IS THIS NOTICE BEING SENT?</b>   | THE GENERAL DATA PROTECTION REGULATIONS (GDPR) REPLACES THE DATA PROTECTION ACT 1998 ON 25 MAY 2018. THE SCHOOL IS NOW REQUIRED TO TELL ALL PARENTS/CARERS ABOUT THE DATA THAT IS COLLECTED ABOUT THEM AND THEIR CHILD AT WOORE PRIMARY AND NURSERY SCHOOL. THIS FORM MAY ALSO BE USED TO COLLECT CERTAIN DATA. SCHOOLS MUST TELL PARENTS, PUPILS AND STAFF:                          |  |  |
|   | <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 GDPR</li> </ul>   |  |  |
| <b>PURPOSE FOR HOLDING DATA</b>   | PLEASE SEE <b>PART 2</b> FOR A FULL LIST OF <b>DATA THE SCHOOL HOLDS/COLLECTS/SHARES</b>  |  |  |
| <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 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>PRINT NAME</b>                              | ..... | <b>SIGNATURE</b> | ..... |
| <b>ON BEHALF OF PUPIL'S NAME (IF UNDER 13)</b> | ..... | <b>DATE</b>      | ..... |

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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 <b>the front page</b> 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> |  |  |
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| <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<br>-to monitor and report on pupil progress<br>-to provide appropriate pastoral care<br>-to assess the quality of our services<br>-to comply with the law regarding data sharing<br>-to safeguard pupils<br>-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.<br>To safeguard pupils and staff during live recordings for home schooling. | 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.<br><br>We collect and use personal information in order to meet our legal obligations set out in GDPR and 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.<br><br>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.<br><br>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).<br><br>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. We will also ask permission to record live teaching on MS teams (for home learning perposes).<br><br>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<br>The Department for Education<br>The standards and testing agency (STA)<br>Ofsted<br>Education and skills funding agency<br>Organisations that require access to data in the Learner Record Service (LRS)<br>The National Pupil Database (managed by the DfE)<br>Department of Health including local trusts.<br>Health and Safety executive (HSE)<br>Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.<br>Transition Schools. |
| Characteristics (such as ethnicity, 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.          |   |  |  |
| 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 3 years                                     |   |  |  |
| Display boards  | For 1 year                                      |   |  |  |
| Evidence folders (photographs, work, targets)   | For 3 years                                     |   |  |  |
| Tapstry   | When your child goes into year 2                |   |  |  |
| Class Dojo  | The time your child is in this school           |   |  |  |
| Planning  | For 3 years                                     |   |  |  |
| Mark Books  | For 2 years                                     |   |  |  |
| 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                           |   |  |  |
| Recorded Microsoft Teams lessons/meetings   | For 2 months                                    |   |  |  |

| REQUESTING ACCESS TO YOUR PERSONAL DATA   | PART 3 |
|---|--------|
| Under GDPR parents/carers, pupils and staff have the right to request access to information about them that the school holds. this is called a <b>subject access request</b> 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 RIGHTS TO:**

- enable correction to data for accuracy.
- request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- object to processing of personal data that is likely to cause, or is causing damage or distress
- to obtain and reuse your personal data for your own purposes across different services.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by breach of the Data Protection Regulations

If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. Alternatively, you can contact the commissioners officer at <https://ico.org.uk/concerns/>

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

**MRS WARD (DATA PROTECTION CONTROLLER)**

**DR S BLACKBURN (DATA PROTECTION OFFICER)-CONTACT DETAILS THROUGH THE SCHOOL OFFICE**