Privacy Notice – General Data Protection Regulation (GDPR)

*This Privacy Notice has been written to inform parents and pupils about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.*

*Stakesby School is a ‘Data Controller’ as defined by Article 4 (7) of GDPR. This means that we determine how, when and where your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.*

***The personal data we hold***

*Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:*

* *Contact details, contact preferences, date of birth, identification documents*
* *Results of internal assessments and externally set tests*
* *Pupil and curricular records*
* *Exclusion information*
* *Attendance information*
* *Safeguarding information*
* *Photographs*

*We also process certain ‘special category’ data about our pupils*

* *Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs*
* *Details of any medical conditions, including physical and mental health - - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise*
* *Details of any support received, including care packages, plans and support providers*

*We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.*

***Why we use this data***

*We use this data to:*

* *Support pupil learning*
* *Monitor and report on pupil progress*
* *Provide appropriate pastoral care*
* *Protect pupil welfare*
* *Assess the quality of our services*
* *Administer admissions waiting lists*
* *Carry out research*
* *Comply with the law regarding data sharing*

***Our legal basis for using this data***

*We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:*

* *We need to comply with a legal obligation*
* *We need it to perform an official task in the public interest*

*Less commonly, we may also process pupils’ personal data in situations where:*

* *We have obtained consent to use it in a certain way*
* *We need to protect the individual’s vital interests (or someone else’s interests)*

*Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.*

*Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds which justify our use of this data.*

***Collecting this information***

*While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.*

*Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.*

*Much of the information we process will be obtained directly from you (pupils and parents) but we also process information received from:*

* *Department for Education (DfE)*
* *North Yorkshire County Council*
* *Previous schools attended*

***How we store this data***

*We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.*

***Data sharing***

*We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.*

*Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:*

* *Our local authority – North Yorkshire County Council – to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions*
* *The Department for Education (a government department), Central and Local Government - to share pupil information in census and for the purposes of national testing For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:* [*https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information*](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information)
* *Your family and representatives – to ensure that we are kept up to date with information and data that affects your child for example, change of address, medical or allergy information etc*
* *Educators and examining bodies - DfE, NfER etc, to ensure that children are submitted for their end of key stage testing*
* *Ofsted – to meet our legal duties to share certain information with, such as progress data, work, topic / exercise books*
* *Suppliers and service providers – so that they can provide the services we have contracted them for*
* *Financial organisations – e.g. Parent Pay for allocating the payments to the correct children*
* *Survey and research organisations - an example would be the Education Endowment Foundation. They are a highly regarded educational research organisation that schools and academies work with to try out the latest and best educational interventions and teaching approaches*
* *Health authorities - to ensure that medical and health information is shared such as height and weight checks in reception and year 6*
* *Health and social welfare organisations - to ensure close working relationships with organisations such as social services and NSPCC with the aim of safeguarding all pupils*
* *Charities and voluntary organisations - An example would be 'Race for Life'. Many academies participate in this event in school and sponsor forms or details of their donations are shared with the charity*
* *Police forces, courts, tribunals - when necessary, information is shared with these agencies during ongoing investigations*
* *Professional bodies - Schools often work with professional bodies such as Educational Psychologists, specialist advisory services and therapy groups to ensure a bespoke provision for every child that meets their unique needs.*

***Parents and pupils’ rights regarding personal data***

*Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:*

* *to be informed about how we process your personal data. This notice fulfils this obligation*
* *to request access to your personal data that we hold, and be provided with a copy of it*
* *to request that your personal data is amended if inaccurate or incomplete*
* *to request that your personal data is erased where there is no compelling reason for its continued processing*
* *to request that the processing of your personal data is restricted*
* *to object to your personal data being processed*

*If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer via the school office.*

*If we cannot resolve your concerns you may also contact the Information Commissioner’s Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:*

*First Contact Team*

*Information Commissioner’s Office*

*Wycliffe House*

*Water Lane*

*Wilmslow Cheshire*

*SK9 5AF*

*casework@ico.gsi.gov.uk* *// 03031 231113*

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**I confirm that I have read this Privacy Notice and I understand:**

* **Stakesby Community Primary School will process personal data in accordance with GDPR requirements**
* **How my data is processed and why**
* **My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so**
* **My personal data is retained in line with statutory requirements and/or organisational purposes**
* **My rights in relation to the processing of my personal data, and how I can exercise these rights**

**Name: ..........................................**

**Signature: ..........................................**

**Date: .........................................**