PRIVACY NOTICE

YOUR DATA MATTERS

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1 INTRODUCTION

At Sketchley Hill Primary School, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending Sketchley Hill Primary School you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to Sketchley Hill Primary School.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- DfE Department for Education
- GDPR General Data Protection Regulation
- UK United Kingdom
- NPD National Pupil Database
- LA Local Authority
- NHS National Health Service

2 WHAT WE NEED

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of pupil information that the school collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses Parents and Carers Information and Pupils Photo
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs and Video – For educational and promotional use after consent

3 WHY WE NEED DATA AND OUR LEGAL BASIS FOR PROCESSING IT

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 or we need it to perform an official task in the public interest. We may also use a data subject's information to protect the individual's vital interests (or someone else's interests)

Less commonly, we may also process pupils' personal data in situations where we have obtained consent to use it in a certain way.

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. However we use the data and meet the legal requirements as set out in the GDPR and UK law, including those in relation to the following:

- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents/carers with updates, news about the school

4 WHAT WE DO WITH IT

We do not share information about our pupils/parents with anyone without consent unless the law and our policies allow us to do so.

The school is required to share pupils' data with the DfE on a statutory basis. NPD is managed by the DfE and contains information about pupils in schools in England. Sketchley Hill Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. Sketchley Hill Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Educational Portals (Administration and Educational purposes)
- Pupils' destinations upon leaving the school

- The LA
- The NHS
- The DfE
- Schools that the pupil's attend after leaving us
- Other schools in our group
- Professional advisers and consultants
- Suppliers and service providers
- Our regulator, Ofsted (the organisation that supervises us).
- Other agencies that support your child's wellbeing

5 HOW LONG DO WE KEEP IT?

Personal data relating to pupils at Sketchley Hill Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and line with our retention statement.

6 WHAT ARE YOUR RIGHTS?

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. Philippa Campbell
Sketchley Hill Primary School
Burbage
Leicestershire
LE10 2DY
TEL: 01455 238640

You also have the right to:

- Be informed about how Sketchley Hill Primary School uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the GDPR

7 CONTACT DETAILS AND USEFUL WEBSITES

If you have a concern about the way Sketchley Hill Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

Schools Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester

Le4 5PJ
TEL: 0845 519 1772
EMAIL: info@dpoforschools.co.uk

You may also contact the ICO.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

www.ico.org.uk
In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

www.gov.uk

In the search box type at the top of the page type:

- GDPR
- National Pupil database
- How we use your data
- Data protection: how we share pupil and workforce data
- Data collection and censuses for schools
- Contact DfE

www.leicestershire.gov.uk

In the search box type at the top of the page type:

- GDPR
- Schools
- Education

8 WHERE CAN YOU FIND OUT MORE INFORMATION?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website Sketchley Hill Primary School to download our GDPR Data Protection Policy or request a copy from the school.