

Homefield Church of England Primary School

GDPR Privacy Notice for Pupils and their Families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR. This privacy notice ensures Homefield Church of England Primary School are compliant with the GDPR and communicate how they process personal data relating to pupils and their families.

This document is intended for information purposes only. The intention is to provide examples of elements, structures and information commonly found in such notices. This information should not be used as an alternative to professional legal advice.

Who processes your information?

Homefield Church of England Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Headteacher and School Finance Officer/Data Protection Administrator act as representatives for the school with regard to its data controller responsibilities; they can be contacted on (01493) 661691 or office@homefield.norfolk.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that **Homefield Church of England Primary School** upholds are imposed on the processor.

At **Homefield Church of England Primary School** we have a designated Data Protection Officer provided to us by the Local Authority. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted through the school on (01493) 661691 office@homefield.norfolk.sch.uk. We also have an online management portal www.gdpr.school and can be contacted via contact@gdpr.school or on 0203 286 2018.

Why do we collect and use your information?

Homefield Church of England Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

- **Maintained schools only** Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- **Academies and free schools only** 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 and medical care**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**
- **To adhere to DfE regulations and Ofsted monitoring**

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- **Personal information – e.g. names, pupil numbers and addresses, phone numbers, photographs, trip permissions. (At times, the photographs and first names of pupils may be used on our secure school websites and school Facebook and Twitter accounts.**
- **Pupil information on secure online subscriptions to learning resources and administrative/payment tools, such as Teachers2Parents, Junior Librarian and Parentmail, SPAG.com, Gooseberry Planet and Pearson.**
- **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 statutory assessment results, in-school formative and summative assessments, termly reports, intervention records, case studies (these may be displayed in a variety of formats, such as figures, words, Venn diagrams, tables, graphs and charts). These may also be used in connection with secure online tracking systems: Charanga, FFT Education, Classroom Monitor, Tapestry and Accelerated Reader**
- **Relevant medical information**
- **Confidential and secure Safeguarding and Child Protection records.**
- **Information relating to SEND and Medical/Allergy Care Plans shared with Edwards and Blake catering.**
- **Behavioural information – e.g. number of fixed term/permanent exclusions, detentions, behaviour contracts and racist, transphobic, homophobic, prevent and bullying incidents**

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.

How long is your data stored for?

Personal data relating to pupils at **Homefield Church of England 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.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- **Statutory Summative Assessments and Teacher Judgements**
- **School Census Information**

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **Homefield Church of England 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 NPD 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 NPD is maintained.

Homefield Church of England 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:

- **Pupils' destinations upon leaving the school**
- **The LA**
- **The NHS**
- **DfE**
- **Early Years Provider Information Portal**
- **Secure Online Learning Resources and Administrative Tools, such as Teachers2Parents, Parentmail, Gooseberry Planet and Junior Librarian**

The information that we share with these parties includes the following:

- **Personal information – e.g. names, pupil numbers and addresses, phone numbers, photographs, trip permissions. (At times, the photographs and first names of pupils may be used on our secure school websites and school Facebook and Twitter accounts.**

- Pupil information on secure online subscriptions to learning resources and administrative/payment tools, such as Teachers2Parents, Junior Librarian and Parentmail, SPAG.com, Gooseberry Planet and Pearson.
- 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 statutory assessment results, in-school formative and summative assessments, termly reports, intervention records, case studies (these may be displayed in a variety of formats, such as figures, words, Venn diagrams, tables, graphs and charts). These may also be used in connection with secure online tracking systems: Charanga, FFT Education, Classroom Monitor, Tapestry and Accelerated Reader
- Relevant medical information
- Confidential and secure Safeguarding and Child Protection records.
- Information relating to SEND and Medical/Allergy Care Plans shared with Edwards and Blake catering.
- Behavioural information – e.g. number of fixed term/permanent exclusions, detentions, behaviour contracts and racist, transphobic, homophobic, prevent and bullying incidents

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how **Homefield Church of England Primary School** uses your personal data.
- Request access to the personal data that **Homefield Church of England Primary School** holds.
- 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.

All access requests must be put in writing to the Headteacher. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way **Homefield Church of England Primary School** and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or through their website at <https://ico.org.uk/>

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 www.homefield.norfolk.sch.uk to download our GDPR Data Protection Policy.

PLEASE RETURN AS SOON AS POSSIBLE TO THE SCHOOL OFFICE.

Declaration

I, **(name of individual)** _____, declare that I understand:

- **Homefield Church of England Primary School** has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- **Homefield Church of England Primary School** may share my data with the DfE, and subsequently the LA.
- **Homefield Church of England Primary School** will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- **Homefield Church of England Primary School** will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____