



## Brookside Primary School

### Privacy Notice for Pupils, Parents and Guardians

For Class School Lists to be sent from Brookside Primary School to Cheshire and Wirral Partnership (CWP)

#### Who Will Own My Data Once I Submit It?

Cheshire West and Chester Council will be the joint data/data controllers with Brookside Primary School

#### Why Do You Need My Information?

We use the pupil data:

- To support the national child measurement programme to benchmark the prevalence of underweight, healthy weight and obese children
- To meet individual needs for the school entry assessments
- To support the flu vaccination programme
- To support the national vaccination Programme to protect against cervical cancer, tetanus, diphtheria and polio

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of)
- Relevant medical information

#### What Allows You To Use My Information?

We collect and process pupil information as part of our public functions and provision of public health under the Data Protection Act 2018.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)
- [Public Health England - National Child Measurement Programme](#)
- [NHS England - Vaccination Programme](#)
- [LGPI - Health Act 2007 \(Section 221\) 2 A & B](#)

## Who Will My Information Be Shared With?

We routinely share pupil information with:

- Cheshire West and Wirral Partnership
- Cheshire West and Chester Council
- the Department for Education (DfE)

## Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under the Data Protection Act.

## How Long Will You Keep This Data For And Why?

This data will be kept until the 25th Birthday of each data subject.

## How Will My Information Be Stored?

Cheshire and Wirral Partnership will store your information securely. Your information will only be used for the intended purpose and the function described. Cheshire and Wirral Partnership will store your information within electronic folders that have access levels. Only professionals that are directly involved within the work area will have access to your information.

## What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, please contact our School Data Protection Guardian - Ms Caroline Kendal Email: [c.kendal@brookside.cheshire.sch.uk](mailto:c.kendal@brookside.cheshire.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

Ms Caroline Kendal - School Data Protection Guardian

Brookside Primary School  
Rostherne Avenue  
Great Sutton  
Cheshire  
CH66 2EE

Email: [c.kendal@brookside.cheshire.sch.uk](mailto:c.kendal@brookside.cheshire.sch.uk)  
0151 338 2052

If you prefer, you may contact the School's independent Data Protection Officer direct at:

**Schools Data Protection Officer**  
Cheshire West and Chester Council,  
HQ, 58 Nicholas Street,  
Chester,  
CH1 2NP

Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

[Information Commissioner's Office \(ICO\) website](http://www.ico.org.uk) (www.ico.org.uk)

By post:  
The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 08456 30 60 60 or 01625 54 57 45