

Privacy Notice for Parents, carers and pupils



Chisenhale
Primary School
Confidence • Curiosity • Kindness

January 2024

Chisenhale Primary School

Privacy Notice – Parents, carers and pupils

This privacy notice describes what data we collect about your child, and you as a parent or carer and how we use it. Please read this alongside the pupil privacy notice on the school's website.

Who we are

Chisenhale is the data controller for the processing described in this privacy notice.

The School's Data Protection Officer is Naomi Korn Associates Ltd. You can contact them at IG@Connetix.co.uk or 020 3475 5122.

The data we collect – pupils

The school will obtain your data either directly from you or, in certain cases, from a previous school or local authority.

The School will collect and generate information about you through the course of your child's time as a pupil with us.

- Personal information – e.g. names, pupil numbers and addresses
- 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

The data we collect – parents and carers

The school will obtain your data either directly from you or, in certain cases, from a previous school or local authority.

The school will retain your address and contact details. We will collect and generate information about you through the course of your child's time as a pupil with us.

The purpose and legal basis of the processing

The school's purpose in processing your child's data is to manage their time with us and meet its obligations as an education provider. We will collect and generate information about you through the course of your child's time as a pupil with us. This will include supporting learning, monitoring and reporting progress and providing pastoral and safeguarding care. As a parent or carer, your data will be part of this processing.

In certain situations, the school will process your data in accordance with a legal obligation, including the Education Act 1996, the Equality Act 2010 and Health and Safety legislation.

Where we collect special category data, such as health or ethnicity data, or data relating to criminal convictions, we will do so in order to meet our obligations under equality and health and safety law.

Who we share the data with

Schools are required by law to share certain information regarding pupils with other organisations. This may include references to you as parent or carer.

The school will need to provide information for statutory purposes to the Department for Education (DfE), the Department of Health (NHS, GP Care, School Nurses etc) and your Local Authority (LA).

We will also share information about your child and, where relevant, parents and carers with third parties such as our contracted data processors (such as our HR provider), training providers and external auditors as necessary for the school's mission and objectives.

Any information shared with third parties is subject to contractual arrangements and appropriate GDPR compliance of the relevant organisation

The school may also share data with organisations such as the police or local authorities where there is a legal requirement around safeguarding or the vital interests of an individual are at stake.

International data transfers

Where Chisenhale shares data outside of the UK or European Economic Area, we will ensure that the transfer is to country with adequate data protection laws or have an appropriate safeguard in place.

Your rights in regard to your data

The GDPR includes a range of rights for parents, carers and pupils around their data:

- Right of access (or "Subject Access Request", "SAR" or "DSAR")
- Right to rectification
- Right to erasure (or "right to be forgotten")
- Right to restrict the use of personal information
- Right to data portability
- Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)
- Right to withdraw consent

If you want to use your rights or those of your child by requesting a copy of the information held about them or yourself, please contact the Office kglynn.211@lgflmail.org

Where children are 12 or over the school will have discretion, in accordance with the law and Information Commissioner's guidance, to consult the pupil or accept requests from the pupil themselves.

Requests are in most cases free, and the [School name] has 30 days to respond. In exceptional cases 30 days can be expanded to 90 and a fee can be charged.

How long do we keep your data for

The school retains information relating to pupils, parents and carers according to its retention schedule. Retention periods are based on legal and contractual obligations and the GDPR 'storage limitation' principle.

The Information Commissioner's Office

The Information Commissioner's Office (ICO) is the UK regulator of data protection law. If you would like to raise a complaint regarding the processing of your personal data by [School name], please contact the school's Data Protection Officer at IG@Connetix.co.uk or 020 3475 5122 in the first instance. If you are still unsatisfied, you can contact the ICO in a number of ways set out at: <https://ico.org.uk/global/contact-us/>