Data Protection Schools Contact



How to contact us:

Hillary Primary School

The Head Teacher Mrs Taylor is the Data Protection Lead.

Please direct any questions to the school office:

Address: Hillary Street, Pleck Walsall, WS2 9BP.

Tel: 01922 720 812

For any complaints around the use of your child's or your data please contact the schools DPO who can investigate any concerns further.

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Schools Data Protection Officer

Paul Withers
Walsall Council
Civic Centre, Darwall Street
Walsall, WS1 1TW

Phone: 01922 650970
Email: schoolsdpo@walsall.gov.uk

Schools Guide to How We Use Your Data



How we use your data

This is a short guide on how your School uses your data to provide its pupils with our Educational services and support.

You can find the full privacy notices and our data protection information by using the Privacy option on our website at Home (hillary.walsall.sch.uk)

How we use information about you

The General Data Protection Regulations 2016/679 and the Data Protection Act alongside other legal and national requirements require that we ensure your rights as data subjects are respected and that you are informed of the way we use your information.

In order to provide you with the service and education you or your child require, there may be occasions when your information is shared with those who carry out work either with us on our behalf.

Sometimes we may need to ask other agencies or parties for relevant information about you to fulfill our legal responsibilities or to provide services to you.

We may pass your information to other agencies or organisation's as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to you, your child or other individuals.

We have a duty to:

- keep sufficient information to provide services and fulfill our legal responsibilities
- keep your records secure and accurate
- only keep your information as long as is required
- collect, store and use the information you provide in a manner that is compatible with the General Data Protection Regulation

We will always try and keep your personal data secure, whether it is held on paper or electronically. Our privacy statement sets out our commitment to you when you or your child accesses our services and is available via the internet .

Things you can do to help us:

- make sure we have identified you correctly by letting us know when you change address or name.
- tell us if any of your information we hold is wrong.

Personal—Sensitive Data

Personal data is basic details such as name, address, telephone number, and date of birth, or notes and comments made about a person, and information held about that person in files. This can include but is not limited to written correspondence, emails, photographs, audio recordings and video recordings.

Information classed as sensitive personal data include details of racial or ethnic origin, religious beliefs, health information and criminal records.

The areas and service that are required to use and or share your personal or sensitive data have specific and specialized privacy notices which are all available on our website.

Why we collect and store your data

For some of our services, we need to collect personal data so we can get in touch, or provide you with the educational services you or your child require or have a right to. We always try to make sure the information we collect is correct and isn't an invasion of your privacy or rights under the General Data Protection Regulations.

Where we do not directly provide the service required, we may need to pass your personal data onto the people who do. These providers are obliged to keep your details safe and secure, and use them only to fulfill your request.

If we need to share your data with a third party, this will only be shared with a legal basis or with your explicit and informed consent.

How to access your information

To request a copy of your information we ask that you please follow the Subject Access Request process as outlined on our website Home (hillary.walsall.sch.uk)

Using your data

We will use the information you provide for the following purposes:

- Provision of Education and educational services.
- Regulatory, licensing, reporting and enforcement functions, which we are obliged to undertake.
- All financial transactions to and from us, including payments, grants and benefits. (Where monies are due or outstanding we reserve the right to use all the available information at its disposal to protect school funds. This may include, but not be limited to, matching financial data with other schools or local authorities to improve services)
- Where you have agreed for the purpose of consulting, informing and gauging your opinion about our school and services.
- To ensure we meet our statutory obligations, including those related to diversity and equal opportunity.
- To carry out research (using anonymised or pseudonymised data where possible) to evaluate new approaches, monitor effectiveness of existing services and deliver improved educational services to you.

We may also be required to use your information for other services you request or require from or through your local authority.

National Fraud Initiative (NFI)

We take part in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud.

We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as details on the link below: www.gov.uk/government/collections/national-fraud-initiative

Youth Support Services for pupils

of 13 years and over, the school is legally required to pass on certain information to the Local Authority. This is to enable the Local Authority to offer young people information and advice who are not in education, employment and training. This information includes the name and address of the pupil and parent, and any further information relevant to the support provided by the Local Authority. A parent or guardian can request that only their child's name, address and date of birth is passed on.

Sharing health data and NHS numbers

We are working more closely in partnership with health (doctors, hospitals etc.) as health and social care services become more joined up. The Government says that we must share your NHS number with each other and we must follow the Caldicott Principles.

We share your child's information for example to comply with the national height, weight management program and to ensure your child's welfare and wellbeing is considered and wherever possible supported.

You can find out more about the Caldicott Principles at:: www.igt.hscic.gov.uk/Caldicott2Principles.aspx

Other Organisations

We may need to share your information with the following:

- Local Authority
- Police
- NHS
- Other relevant educational providers
- Department for Education
- Housing Associations

There may also be occasions when we will share your information with relevant third parties when required to do so by law.

Consent

There may also be occasions where we are required by law to seek your consent to share your data. These may include but are not limited to:

- Taking and publicising photographs or video's
- School trips and or extra out of school activities
- Sending marking materials to parents
- For research and case studies