

# Whitefield Primary School GDPR Privacy Notice for Pupils and Their Families



## Who processes your information?

Whitefield Primary 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 head teacher will be the primary representative for the school with regards to its data controller responsibilities.

Julie Garry is the data protection officer for Whitefield Primary. The 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 on 01772 744449 or [bursar@whitefield-pri.lancs.sch.uk](mailto:bursar@whitefield-pri.lancs.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 Whitefield Primary upholds are imposed on the processor.

## Why do we collect and use your information?

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
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Children's Act 1989 –Section 83 – places a duty on the Secretary of State or others to conduct research.

We are required to share pupils' data with our local authority (LA) and the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

In accordance with the above Articles and Acts, 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

## **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
- 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 Special Education Needs and Disability
- Behavioural and exclusions
- Photographs – these will be used to aid our record management and attendance procedures

Whilst the above information is mandatory some personal data you provide the school 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 Whitefield Primary 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?**

Whitefield Primary holds the legal right to collect and use personal data relating to pupils and their families however we will not share your personal information with any third parties without consent unless the law or our policies allow us to do so.

The school is required to share pupils' data with the DfE on a statutory basis. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/educational/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Whitefield Primary 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.

The school routinely shares pupils' information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- NHS / school nurse

### **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, please email Julie Garry on [bursar@whitefield-pri.lancs.sch.uk](mailto:bursar@whitefield-pri.lancs.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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> of 0303 123 1113, [Monday-Friday 9am -5pm](https://ico.org.uk/concerns/).

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

### **Where can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Julie Garry, Data Protection Officer on 01772 744449 or [bursar@whitefield-pri.lancs.sch.uk](mailto:bursar@whitefield-pri.lancs.sch.uk)

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

For more information about the department of education's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

For our GDPR Data Protection Policy please download this from our school website.