



Theale C of E Primary School

Privacy Notice for Parents and Carers (updated for UK GDPR)

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it*, is this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”
John 10:10

Published on public website	Yes
Links to related policies and procedures	Freedom of Information Policy, Equality Policy, Data Protection Policy
Author	LA model policy checked by LA adviser for updates., Reviewed by Julie Mures, Jon Houghton and Peter Cooper
Approved by	Governing Body
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Responsibility for next review	GDPR Governor

Privacy notice for parents and carers

This document informs parents and carers of how we use their children's personal data and their rights in line with the GDPR Regulations as at December 2022.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

The school is the 'Data Controller' for the purposes of data protection law.

Our data protection officer and contact details are below (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents,
- results of internal assessments and externally set tests,
- pupil and curricular records,
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs,
- exclusion information,
- details of any medical conditions, including physical and mental health,
- attendance information,
- safeguarding information,
- details of any support received, including care packages, plans and support providers,
- photographs.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- support pupil learning and wellbeing,
- monitor and report on pupil progress,
- provide appropriate pastoral care,
- protect pupil welfare,
- assess the quality of our services,
- administer admissions waiting lists,
- carry out research,
- comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation,
- we need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way,
- we need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Please refer to the Information and Records Management Society's toolkit for schools for their latest recommendations.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions,
- the Department for Education,
- the pupil's family and representatives,
- the receiving school when the pupil is leaving us,
- educators and examining bodies,
- our regulator: Ofsted,
- suppliers and service providers – to enable them to provide the service we have contracted them for,
- financial organisations,
- central and local government,
- our auditors,
- survey and research organisations,
- health authorities,
- security organisations,
- health and social welfare organisations,
- professional advisers and consultants,

- charities and voluntary organisations,
- police forces, courts, tribunals,
- professional bodies.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school and early years census if applicable.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right separately to make a subject access request with respect to any personal data the school holds about them.

If you would like to make a request, please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress,
- prevent it being used to send direct marketing,
- object to decisions being taken by automated means (by a computer or machine, rather than by a person),
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing,
- claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- report a concern online at <https://ico.org.uk/concerns/>,
- call 0303 123 1113,
- or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Thomas Ng
Data Protection Officer (Theale C of E Primary School)
School Improvement Adviser
West Berkshire Council Education Service
Council Offices
Market Street
Newbury
RG14 5LD

Tel: 01635 503430

Email: DPO@lea.w-berks.sch.uk

This notice is based on the *Department for Education's model privacy notice for pupils*, amended for parents, and to reflect the way we use data in this school.