



Colwich Church of England Primary School

GDPR Privacy Notice

Who processes your information?

Mid-Trent Multi Academy Trust (hereafter called The Trust) is the data controller of the personal information you provide to us at Colwich CE Primary School. This means the Trust via 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.

Miss Alison De Ste Croix acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01889 881286 or headteacher@colwich.staffs.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 the school upholds are imposed on the processor.

Tracey Thorley (ENTRUST) is the data protection officer. Their 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 via the school office on 01889 881286 or office@colwich.staffs.sch.uk.

Why do we collect and use your information?

The personal data collected is essential in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following reasons:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our service
- e) To comply with the law regarding data sharing
- f) To safeguard pupils

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)

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.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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.

We collect and use this personal data in order to meet legal requirements and legitimate interests set out under General Data Protection Regulation and UK law including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 and 8 School Information (England) Regulations 2008
- Education (Pupil Registration) (England) (Amendment) Regulations 2013

Collecting this information

We obtain pupil information via data collection sheets at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant 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.

Which data is collected and processed?

The categories of pupil information that the school collects, holds and shares (when appropriate) includes but is not restricted to:

- Personal information (such as names, pupil numbers contact details and addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as number of absences and absence reasons)
- Assessment and attainment information (such as national curriculum assessment results)
- Relevant medical information (such as child health, allergies, medication and dietary requirements)
- Information relating to Special Educational Needs
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs

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.

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 (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. 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

Department for Education and 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 census. 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 on the NPD please see the department's webpage <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supportinginformation> .

What are your rights?

Under GDPR, parents and pupils have the right to request access to information about them that we hold (Subject Access Request). 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. If you would like to make a request please contact the school office on 01889 881286 and office@colwich.staffs.sch.uk.

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
 - A right to seek redress, either through the ICO, or through the courts
- 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 Tracey Thorley. The data protection officer can be contacted via the school office on 01889 881286 or office@colwich.staffs.sch.uk.