



WEST CHINNOCK and NORTON SUB HAMDON

CHURCH of ENGLAND PRIMARY SCHOOL FEDERATION

PRIVACY NOTICE

Your Personal Data

What we need

Norton sub Hamdon and West Chinnock Primary School (the Federation) will collect data from you and may also receive information from your previous Primary School, Local Authority (LA) and the Department of Education (DfE).

This information will include:

- Personal information (name, unique pupil number and address, date of birth etc.)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meals etc.)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behaviour information

We will not collect any personal data from you that we do not need.

Sometimes children's data are stored on homework portals and other services such as:

- Pixl Primary
- 2buildaprofile
- Class Dojo
- Mathletics
- Teach Your Monster

This data extends to names, date of birth, level and passwords.

Why do we collect data?

We need to know personal data to:

- Support learning
- Monitor and report progress
- Provide appropriate pastoral care
- Provide services needed whilst at the Federation
- Assess the quality of our services
- To comply with the law regarding data sharing.

Collecting pupil information

Whilst the vast majority of pupil information you provide to the Federation is mandatory, some of it is provided to us on a voluntary basis. To comply with the **General Data Protection Regulation**, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit, which can be seen at: https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Sometimes we will ask if we are able to keep work that you have produced, photos' for brochures or websites and other such data for longer, but we will always ask your permission.

Who do we share pupil information with?

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

We share pupils' data with the DfE on a statutory basis, this data sharing, underpins school funding and educational attainment policy and monitoring. (**National Pupil Database (NPD)**)

We are required to share information about our pupils with the LA and the DfE as part of statutory data collections such as the school census and early years' census. The law that allows this is under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may also share your personal data that we supply to them, to others. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act.

The DfE have robust processes in place to ensure the confidentiality of our data is maintained and are based on a detailed assessment of who is requesting the data, the purpose for which it is required the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to your data, these people must comply with strict terms and

conditions covering the confidentiality and handling of data, security arrangements, retention and the use of data.

For more information about how the LA and/or DfE and/or NPD use your information, please visit:

<http://www.somerset.gov.uk/organisation/departments/information-governance/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the data collection requirement placed on us by the DfE (for example, via the school census) go to: https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Requesting access to your personal data

Under Data Protection Legislation, parents and pupils have the right to request access to information about them that we hold. 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

If you have a concern or wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter further.

Our Data Protection officer is Ian Gover and you can contact him via the LA.