



**Chancel Primary School**

# **Privacy Notice**

## **Pupils and their families**

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## Introduction

Public authorities including schools and academies are required to inform pupils and their families about how their personal data may be collected and used. Under the General Data Protection Regulation (GDPR) they are also required to explain how an individuals' personal data will be processed. We, Chancel Primary School will do this by means of this Privacy Notice.

## Data processing

### Who processes your information?

Chancel Primary School is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data may be outsourced to a third party processor; however, this will only be done where the law and our policies allow us to do so. Where we have no other legal basis for this, we will ask for your explicit consent to do so. Where we outsource data to a third party processor, the same data protection standards that we uphold are imposed on the processor.

Miss A Foley is the Data Protection Lead. Her role is to oversee and monitor Chancel Primary School's data protection procedures and to ensure they are compliant with the GDPR. She will also act as the designated data protection representative for the school with regard to their specific data controller responsibilities; reporting to the Data Protection Officer. She can be contacted on 01889228710 or [office@chancel.staffs.sch.uk](mailto:office@chancel.staffs.sch.uk) should you wish to contact her.

### Why do we collect and use your information?

We hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. 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;
- the Education Act 1996; and
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

Reason	Lawful Basis
To safeguard all pupils	Public interest Legal obligation
To support pupil learning	Public interest
To monitor and report on pupil progress	Public interest
To provide appropriate pastoral care	Public interest
To assess the quality of our services	Public interest
To comply with the law regarding data sharing	Legal obligation
To enable your child to participate in offsite activities	Consent
To fulfil your child's lunchtime requirements	Public interest
To meet your child's Inclusion needs	Public interest Legal obligation Consent where necessary
To monitor the use of information and communication technologies	Public interest

### **What data is collected?**

The categories of pupil information that Chancel Primary School collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers, addresses and emergency contact information
- 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 SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the DfE.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we 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 Chancel Primary School 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.

## **Data sharing**

### **Will my information be shared?**

We are required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Chancel Primary School 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; and
- 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. We may share your personal information with third parties where the law and our policies allow us to do so. Where we have no other legal basis for this, we will ask for your explicit consent to do so. We share information with:

- pupils' destinations upon leaving the school;
- the Local Authority;
- the NHS;
- external safeguarding agencies;
- the pupils' family and representatives;
- educators and examining bodies;
- our regulator, Ofsted;
- our auditors; and
- suppliers and service providers – to enable them to provide the service we have contracted them for.

The information that we share with these parties includes the following:

- safeguarding files;
- contact information;
- teaching and learning information; and
- SEND information.

## What are your rights?

Parents and pupils have the right to make a Data Subject Access Request (DSAR) to gain access to personal information that we hold about them.

Parents/carers can make a DSAR 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 to make a DSAR with respect to any personal data the school holds about them. If you make a Data Subject Access Request, and if we do hold information about you or your child, we will:

- give you a description of it;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we got it from, if not from you or your child;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a Data Subject Access Request, please contact our Data Protection Lead. Parents and pupils also have the following rights in relation to the processing of their personal data. You have the right to:

- be informed about how Chancel Primary School uses your personal data;
- request that your personal data is amended if it is inaccurate or incomplete;
- request that your personal data is erased where there is no compelling reason for its continued processing;
- request that the processing of your data is restricted; and
- object to your personal data being processed.

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

If you have a concern about the way Chancel Primary School is collecting or using your personal data, you should raise your concern with us in the first instance by contacting Miss A Foley our DPL on 01889 228710 or [office@chancel.staffs.sch.uk](mailto:office@chancel.staffs.sch.uk). Alternatively, you can raise a concern directly with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.chancel.staffs.co.uk](http://www.chancel.staffs.co.uk) and download our Chancel Primary School Data Protection & Privacy Policy.

## Review

This Privacy Notice will be reviewed biennially, or more regularly in the light of any significant new developments or in response to changes in guidance.