Christ Church C of E Primary School

Privacy Notice

Introduction

As a school we need to use information about you and your child. We do this for a number of reasons.

This Privacy Notice tells you what information we use and why we use it. It will also explain how wekeep this information safe.

Christ Church Primary School respects you and your child' s privacy and is committed complying withprivacy legislation.

Christ Church Primary School has a Data Protection Officer (DPO) whose role it is to ensure that anypersonal information processed by the Organisation is processed fairly and lawfully.

Policy Statement

While you child attends Christ Church Primary School, we will use information that we gather in relation to them for various purposes. The information that we hold is known as '*Personal Data*' .

This includes data that we obtain directly from you and data which is obtained from other peopleand/or organisations.

We might need to continue to hold your personal data for a period of time after your child has left theschool.

Anything that we with your child' s personal data is known as '*processing*' .

Pupil data is essential for the school' s operational use. Whilst the majority of the pupil information youprovide to us is mandatory, some of it is provided voluntarily. We will inform you, at the point of collection, if you have a choice in providing certain pupil information.

What Information Do We use?

We will collect, hold, share and use information about your child including:

Name	Nationality	Details of previous schools
Unique Pupil Number	Country of Birth	Attendance Information
Date of Birth	Language/s	Assessment information
Address	Eligibility for free school meals	Behaviour Information(e.g. Behaviour Plans)
Telephone / email contacts	Photographs	

We also collect, hold, share and use some information which is called '*special category personal data*'.We take extra care to make sure that this information is kept safe.

Racial / ethnic origin	Medical / Health Information	Special Educational Needs / Disability Information
Religious Beliefs	Dietary Requirements	Information related to keeping children safe (Safeguarding)

Why Do We Use 'Special Category Personal Data' ?

We made need to use this special category data where there is a specific interest to do so – for example, health and social care purposes – or to provide your child with equal opportunities and fair treatment.

Parent/Carer Personal Data

We will also collect, hold, share and use information about parents and carers.This might include:

- Your relationship to the child
- Emergency contact details
- Relationship / marital status
- Financial details

We will process your personal data when we are required by law (e.g. to address concerns about safeguarding; to obtain relevant funding or additional services/support) or to carry out our functions asa school (e.g. to confirm your identity; to enable payments to be made) or otherwise where we have your consent.

Where do we get this information from?

We get this information from:

- Parents / carers / guardians (e.g. annual data collection forms, registration forms, permission slips)
- Previous schools / pre-schools
- Teachers and other staff
- People from other organisations (e.g. GP/hospital, NCC, Social Services)

What are our legal reasons for processing personal data?

There are a number of legal reasons why we need to collect and use personal data.

Generally, we collect and use personal information when:

- You, or your legal representative, have given consent
- You have entered into a contract with us
- It is necessary to perform our statutory duties
- It is necessary to protect someone in an emergency
- It is required by law
- It is necessary for employment purposes

- You have made your data publicly available
- It is necessary to establish, exercise or defend a legal claim
- It is in the substantial public interest
- It is necessary to protect public health
- It is necessary for archiving public interest material, research, or statistical purposes

Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please contact the Office Manager.

Why do we use this information?

We use this information for many reasons.

This includes to make sure that we:

- Provide a good education for your child
- Support your child effectively while they are at our school
- Address any educational, health or social needs your child has
- Train and manage staff who work with your child
- Keep children and staff safe at school
- Deal with any emergencies involving your child
- Track and review school spending
- Review and improve what we are doing as a school
- Provide reports and additional information to you as parents/carers
- Effectively investigate and address your concerns or complaints

Some of this information is needed to run the school efficiently and effectively. However, some of theinformation we need is required to complete statutory duties set out in law.

Who Will We share This Information With?

We may share this information, if relevant or required by law, with:

- Other school/s your child attends
- The Department for Education
- NCC Catering department, who staff our school kitchen
- External providers/contractors (e.g. Club Leaders)
- NHS/School Nurse Team

Where we have arrangements with another company/partner to store or manage personal data, there is always a contract, memorandum of understanding or information sharing protocol in place to ensurethat the organisation complies with current data protection law.

Sometimes we have a legal duty to provide information about people to other organisations (e.g. ChildProtection concerns or Court Orders).

We may also share your personal information when we feel there is a good reason that is more important than protecting your confidentiality. This does not happen often, but might be in order toprevent/stop crime or fraud; if there are serious risks to the public, staff or other professionals; or toprotect a child.

How does the government/DFE use this data?

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. All data is transferred securely and held by DfE undera combination of controls which meet the current Government security framework.

The data that we share with the DfE is used to:

- Calculate school funding
- Inform short-term education policy in the form of monitoring and school accountability
- Support long-term research and monitoring of educational policy

To find out more about the data collection requirements placed on schools by the DfE (e.g. via SchoolCensus) visit: www.gov.uk/education/data-collection-and-censuses-for-schools

How Do We Keep Information Safe?

It is very important that only people who need to use this personal data can see it.

The school keeps your information safe by:

- Encryption / password protection
- Network controlled permissions
- Secure disposal of data/information
- Training relevant staff
- Regular security checks

Wherever possible, the data that we process will be anonymised, pseudonymised or de-personalised.This means that the information can no longer identify a person.

We do not sell personal data to any other organisation for the purposes of selling products.

We will do everything we can to make sure that we hold personal data (on paper and electronically) ina secure way, and we will only make them available to those who have a right to see them.

How Long Will We Hold This Information?

We will hold personal data only as long as is necessary. The length of time depends on the type of information. When pupils change schools we usually pass pupil information to the new school.

YOUR RIGHTS

The law provides you with a number of rights to control the processing of your personal information.You have the right to request to see the information that we hold about you. When we receive a request from you (in writing), we must normally give you access to everything wehave recorded. However, we will not let you see any parts of your record which contain:

- Confidential information about other people;
- Data an informed professional thinks will cause serious harm to your or someone else' s physicalor mental wellbeing;
- If we think that the prevention or detection of crime may be adversely affected by

disclosingdata to you.

You also have the right to:

- Object to what we are doing with the information we have regarding your child
- Have inaccurate or incomplete information amended: We may not always be able to change or remove the information; however, we will correct factual inaccuracies and may include your comments in the records.
- Ask us to stop doing certain things with the information (in some cases)
- Make a claim against the school in certain circumstances where you believe your child hassuffered as a result of the school breaching your data protection rights.

In some circumstances you can request the erasure of the personal information used by the Organisation, for example:

- Where the personal information is no longer needed for the purpose for which it was collected
- Where you have withdrawn your consent to the use of your information
- Where there is no legal basis for the use of your information
- Where erasure is a legal obligation

Please note that the right to erasure does not extend to using your personal information where:

- Is required by law
- It is used for exercising the right of freedom of expression
- It is in the public interest in the area of public health
- It is for archiving purposes in the public interest, scientific or historical research purposes, orstatistical purposes (where it would seriously affect the achievement of the objectives of theprocessing)
- It is necessary for the establishment, defense or exercise of legal claims.

If you feel it necessary to do any of these, please contact Mrs Alison Dickinson, the Office Manager.

Concerns

If you have any concerns or questions regarding how we look after your personal information, pleasecontact our Data Protection Officer:

Mr Simon Moody (via the School Office)

For independent advice about data protection, privacy and data sharing issues, you can contact theInformation Commissioner' s Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate numberAlternatively, you can visit ico.org.uk or email casework@ico.org.uk.