Headteacher: Mrs Jan Scallon

Telephone: 01509-880561

Fax: 01509-889362

Joint Chair of Governors:

Mrs Sue Fossey and Mr Peter Blount

www.wymeswold.leics.sch.uk

admin@wymeswold.leics.sch.uk

Leicestershire Education Authority

Brook Street

Wymeswold

Loughborough

Leicestershire

LE12 6TU





25th June 2018

Dear Parents/ Carers,

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**.

We, Wymeswold C of E Primary School, are the ‘data controller’ for the purposes of data protection law.

**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
* CCTV images

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
* 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
* Protect the school buildings from crime

**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. We use the [*Information and Records Management Society’s toolkit for schools*](http://irms.org.uk/?page=schoolstoolkit&terms=%22toolkit+and+schools%22)to decide how long we keep information about pupils.

**Data sharing**

*Adapt the list below to reflect the third parties with which you share personal data about pupils.*

*For each third party, explain briefly why you share data with them and what makes the data sharing lawful. We have provided a couple of examples as to how you might explain this below (see ‘Our local authority’ and ‘Suppliers and service providers’).*

*When listing the types of third parties you share data with, you don't need to name specific suppliers*

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
* Educators and examining bodies
* Our regulator – Ofsted and Diocese
* Suppliers and service providers – to enable them to provide the service we have contracted them for
* Financial organisations
* Central and local government
* Health authorities and social welfare organisations

**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](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) (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](https://www.gov.uk/data-protection-how-we-collect-and-share-research-data).

You can also [contact the Department for Education](https://www.gov.uk/contact-dfe) with any further questions about the NPD.

**Transferring data internationally**

Where 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.

If you make a 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
* 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 request please contact our data protection officer.

Parents/carers also have a legal right to access to their child’s **educational record**. To request access, please contact Mrs J Scallon, Head Teacher.

**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.

At Wymeswold C of E Primary School we’d like to seek your consent for some of the ways we use your information.

We will contact you using your:

* Home and mobile phone numbers (including by text message)
* Email address
* Postal address

Using your contact details in these ways helps us to:

* Raise extra money to continue to improve the experience your child has at school
* Keep you in the loop with what’s happening at school
* Let you know about extra-curricular activities on offer for your child

If you’re not happy for us to use information in the ways we list below, that’s no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing admin@wymeswold.leics.sch.uk, calling the school on 01509 880561, or just popping in to the school office.

If you have any other questions, please get in touch.

Please tick the relevant box(es) below, sign and return this form to school.

|  |  |
| --- | --- |
| Use of parents’ contact details | Tick (√) |
| I am happy for the school to use my contact details to contact me about fundraising activities. |  |
| I am happy for the school to use my contact details to contact me about the PTA’s fundraising activities. |  |
| I am happy for the school to share my contact details with the PTA. |  |
| I am happy for the school to use my email address to send me the school newsletter. |  |
| I am happy for the school to contact me about clubs being run in school. |  |
| I am happy for the school to contact me on behalf of external providers about events and clubs. |  |
| I am happy for the school to share my contact details with health professionals doing vaccinations. |  |
| I am happy for the school to share my contact details with health professionals doing vision checks. |  |
| I am happy for the school to pass my details on to the secondary schools for which we are a ‘feeder’ school, so that they can contact me with information about their school. |  |
| I am **NOT** happy for the school to use my personal data in the ways set out above. |  |

**Your contact details**

Name:

Home phone number:

Mobile phone number:

Email address:

Postal address:

**Photos and videos**

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

Please tick the relevant box(es) below, sign and return this form to school.

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| Use of photos | Tick (√) |
| I am happy for the school to take photos of my child.  |  |
| I am happy for photos of my child to be used on the school website.  |  |
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| I am happy for photos of my child to be used in the media, for example local newspapers. |  |
| I am happy for photos of my child to be used on social media, for example Twitter. |  |
| I am happy for the school to take videos of my child. |  |
| I am happy for the school to use videos of my child for promotional purposes, such as on the school website. |  |
| I am **NOT** happy for the school to take or use photos of my child. |  |

**Medical information**

We’d like your consent for some of the ways we store and share medical information about your child.

We’d like to:

* Share information about your child with health professionals coming in to school, for example to do vaccinations and eye tests
* Take information such as height and weight for public health monitoring initiatives

This makes it easier for us all to keep your child healthy.

|  |  |
| --- | --- |
| Use of information for medical purposes | Tick (√) |
| I am happy for the school to share information such as my child’s height and weight with the NHS. |  |
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| I am happy for the school to share information about my child (e.g., name) with health professionals doing vaccinations. |  |
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**Why are we asking for your consent again?**

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We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed above.

Parent or carer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**'Dream and Believe; Learn and Achieve'**

* Assess the quality of our services
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing
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Date:

