

**Weaver Primary School Data Privacy Notice for Pupils, Parents and Guardians**

**1. Your personal data – what is it?**

Personal data relates to a natural living individual who can be identified from that data.

 Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”) which comes into force on May 25th, 2018.

**2. Who are we?**

**Weaver Primary School** is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

**Weaver Primary School** complies with its obligations under the “GDPR” by

* keeping personal data up to date;
* by storing and destroying it securely;
* by not collecting or retaining excessive amounts of data;
* by protecting personal data from loss, misuse, unauthorised access and disclosure;
* by ensuring that appropriate technical measures are in place to protect personal data.

**4. Privacy Notice**

**Why do we collect and use pupil information?**

We, **Weaver Primary School,** collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996.](http://www.legislation.gov.uk/ukpga/1996/56/section/537A)

**We use the pupil data:**

* To support pupil learning
* To monitor and report on pupil progress
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law regarding data sharing
* To enable us to provide a responsible and safe school for the benefit of our children in a particular geographical area.
* To administer pupil assessments, progress and records.
* To manage our Staff, Pupils, Governors, employees and volunteers.
* To maintain our own accounts and records.
* To inform you of news, events, activities and services running at Weaver Primary School.

To share your contact details with the DFE, Local Authority, educators and examining bodies so they can keep you informed, and statistical research activities and in which you may be interested.

**5. The categories of pupil information that we collect, hold and share include:**

* Personal information (such as name, unique pupil number and address).
* Characteristics (such as ethnicity, language, nationality and country of birth).
* Telephone mobile numbers of those with parental responsibility and up to four emergency. contact telephone numbers supplied to the school by parents with parental responsibility.
* Attendance information (such as sessions attended, number of absences and absence reasons).
* Assessment information.
* Exclusions/behavioural information.
* Relevant medical information.
* Special educational needs information.
* Pupil Premium Information re Free School Meals.
* Transfer to next school.

**6. Collecting pupil information.**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order 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.

**7. What is the legal basis for processing your personal data?**

* Explicit consent of the data subject so that we can keep you informed about school news, events, activities, process and keep you informed about school events.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement;

**8. How long do we keep your personal data?**We keep data in accordance with the guidance set out in the guide which is available from the DFE.

**9. How will my information be stored?**

The information will be stored on School Information Management System (SIMS), which is an electronic system, by assessment packages compliant with GDPR regulations and /or paper files stored securely in school

**10. Who do we share pupil information with?**

We routinely share pupil information with:

* Schools that the pupils attend after leaving us.
* Our local authority.
* The Department for Education (DfE).
* The School Nurse.
* The NHS.
* Social Services ( in agreement with parents)

We do not share information about our pupils with anyone without consent unless the law allows us to do so. We have a separate consent form for sharing / publishing children’s images (photographs) for use on the school’s website and publications (school prospectus) and newsletter.

**11. Why we share pupil information**

We share pupils’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**12. Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**13. The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

* Conducting research or analysis.
* Producing statistics.
* Providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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.
* The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the GDPR.

For more information about the department’s data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

**14. Will this information be used to take automated decisions about me?**

No.

**15. Will my data be transferred abroad and why?**

No.

**16.Requesting access to your personal data**

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child’s educational record, contact the Headteacher at **Weaver Primary School.**

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.
* Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**17. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

* The headteacher at **Weaver Primary School**: head@weaver.cheshire.sch.uk