**Finstall First School**

**GDPR Privacy Notice**

As a school, we take our responsibilities as a data controller seriously and are committed to using personal data we hold in accordance with the law.

Finstall First School is the data controller of the personal information you provide to us.

This privacy notice sets out how we process personal data and how we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Please read this notice carefully and if you have any questions regarding your personal data or its use please contact Mrs Lynn Swift, who acts as a representative for the school with regard to its data controller responsibilities. She can be contacted on 01527 872938 or via email – office@finstall.worcs.sch.uk

Within our Learning Partnership with Hanbury and Stoke Prior First Schools, the Head Teachers have agreed to act as Data Protection Officers for each other. Mr Andrew Payne, Head Teacher at Hanbury First School, is the data protection officer for our School. His role is to oversee and monitor the school’s data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01527 821298 or via email at head@hanbury.worcs.sch.uk

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

In line with section 114 of the Education Act 2005, section 537A of the Education Act 1996, and section 83 of the Children Act 1989, Finstall First School holds the right to process personal data relating to its pupils and their families, and 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
* Education Act 1996
* Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
* Keeping Children Safe in Education statutory guidance with reference to Section 175 of the Education Act 2002
* School Attendance and Parental Responsibility Measures statutory guidance
* Education and Inspections Act 2006, The children’s Act 2004 (section 12, 14B, 54)
* SEND code of practice relating to part 3 of the Children and Families Act 2014
* Supporting pupils with medical conditions at school guidance relating to section 100 of the Children and Families Act 2014

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

* To support pupils’ learning including the administration of the school curriculum and timetable;
* To monitor and report on their progress
* To provide statutory services, e.g. assessment for free school meals eligibility
* To provide appropriate pastoral care
* To protect and safeguard our pupils
* To submit annual census information to the Department of Education
* To assess the quality of our services
* To promote the school through our website and publications
* To comply with the law regarding data sharing
* To support NHS Test and Trace services in relation to Test and Trace Support Payments

**Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

* Personal information – e.g. names, unique pupil numbers and addresses
* Parent and/or carer details including names, telephone numbers and addresses
* 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
* Information about Schools children move on to after they leave us
* CCTV images, audio and video recordings

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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 Finstall First School and their families is stored in line with the school’s GDPR Data Protection Policy, which is available on the School’s website.

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.

**Will my information be shared?**

Finstall First School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils’ information with:

* The DfE
* The LA
* The NHS
* Pupils’ destinations upon leaving the school

The school is required to share pupils’ data with the DfE on a statutory basis, which includes the data listed above under, “What data is collected?”

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Finstall First 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.
* 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. 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>

To find out more about the NPD, go to:

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

There may be occasions when we ask you to provide us with data that will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Finstall First School upholds are imposed on the processor and they will not be allowed to share this data without consent.

**Examples of Third Parties that we allow to process your information (without consent) -** to enable us to meet our statutory requirements, to protect someone’s vital interests or to allow us to operate effectively as a School:

Target Tracker – who provide our assessment management system

Capita – who host our School Information Management System, on behalf of the LA

Venues for Off-site visits - where emergency contact information is required or information for accident forms – e.g. Malvern Outdoor Elements Education Centre, Upton Warren OEC (Aztec Adventure), Everyone Active (Dolphin Centre)

NHS Test and Trace services in relation to Test and Trace Support Payments

**Examples of Third Parties that we allow to process your information (with consent)**

E-Schools – who provide our website and the system that allows us to send you e-mails en- masse

News and media companies

External specialists – e.g. Learning Support / Educational Psychologist – who may provide us with specific help and advice about how best to support your child

**What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

* Be informed about how Finstall First School uses your personal data
* Request access to the personal data that Finstall First School holds
* 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
* 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 Finstall First School and / or the DfE is collecting or using your personal data, you can raise a concern 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 <http://www.finstallfirst.co.uk> where you can also download our [GDPR Data Protection Policy](https://www.theschoolbus.net/article/gdpr-data-protection-policy/4575).