

DPA - Medlock Primary School Annual Privacy Notice

Who processes your information?

Medlock Primary school is the data controller of the personal information you provide to us. This means the school determines 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 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 Medlock Primary School upholds are imposed on the processor.

Shane O'Neil (Global Police) is the Data Protection Officer for Medlock Primary School. The Data Protection Officer role oversees and monitors the school's data protection procedures and ensures they are compliant with the GDPR. Please see Global Policing's flyer (opposite) for contact information.

Why do we collect and use your information?

Medlock Primary School holds the legal right to collect and use personal data relating to pupils and their families. We also receive information regarding our pupils and their families from their previous school, LA and/or the DfE. We collect and use personal data in order to process the data lawfully (as set out in the GDPR and UK law), including those in relation to the following:

For non-special/non-sensitive data:

- in relation to a contract for education with you and contained in the Education Act 1996/In relation to secondary education under Limitation Act 1980;
- In relation to management of the school under the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002, No 1171;
- In relation to School Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels December 2014;
- In relation to Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

For special /sensitive data:

- In relation to the protection of children under the "Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015.
- In relation to the safeguarding of children under the Safeguarding Act 2006.

- In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:
 - To support pupil learning
 - To monitor and report on pupil progress
 - To provide appropriate pastoral care
 - To assess the quality of our service
 - To comply with the law regarding data sharing
 - To safeguard pupils

Which data is collected?

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

- Personal information – e.g. names, pupil 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.

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?

Please see the Data Retention Policy. All data is stored for periods outlined by either by best practice guidelines or the stipulations of the law.

Will my information be shared?

The school is 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. Medlock 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.
- 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.

Medlock Primary 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:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS i.e. School Nurse
- The Department for Education

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 Medlock Primary School uses your personal data.
- Request access to the personal data that Medlock Primary 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.
- Request my information in a machine-readable format i.e. Excel, word or a CSV file.
- Where the processing of your data is based on your consent, you may be able to withdraw such consent in limited circumstances.

When will this Notice be updated?

We reserve the right to vary and amend this privacy notice to comply with the changes to legislation.

This notice is reviewed annually.

Commissioned Partners we Share Data with.

Organisation	Role	Information Shared	Rationail	What they do with your Data
Scholar Pack	MIS (management information system)	All pupil records relating to attendance, address, contact information, SEND records and behaviour logs	Legal requirement to hold information	Store securely. Share information with the DfE via national pupil database.

CPOMS	Safeguarding	Information relating to child protection matters logged and communicated to designated safeguarding leads.	Support the school in its obligations to protect children as laid out in the 'Keeping Children Safe in Education' document.	Store securely.
Insight	Assessment	Pupils academic outcomes and assessment information.	Helps the school's analysis of pupil performance at the micro and macro levels.	Store securely. Process date to create reports for the school.
Fischer Family Trust	Assessment	Pupils academic outcomes and assessment information.	Helps the school's analysis of pupil performance at the micro and macro levels.	Store securely. Process date to create reports for the school, the LA and the DfE.
Renaissance	Assessment	Pupils academic outcomes and assessment information.	Helps the school's analysis of pupil performance at the micro and macro levels.	Store securely. Process date to create reports for the school and home.
Times Table Rockstars	Performance	Outcomes and game information relevant to the pupil performance	Supports pupil's progress through the game.	Store securely. Produce performance list (anonymised).