



Red Rose Primary School

Privacy Notice for: Parents/Carers - Child's Data Governors and Volunteers Parents / Carers Staff

Approved by:	A Brinton - Headteacher V Jowett - Chair of Governors
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Last reviewed on:	July 2020
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Next review due by:	Summer Term 2021 - to be reviewed by Staffing Committee annually
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1. Privacy notice

This privacy notice explains how we collect, store and use personal data about pupils, parents, carers, governors, volunteers and staff. We, Red Rose Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mr Ross.

2. Who we are and what we do

We are Red Rose Primary School, Chester-le-Street, County Durham, DH3 3NA. We are a maintained primary school for children ages 4 – 11 years old. Our local authority is Durham County Council.

3. The personal data we collect and hold

We hold information about:

- pupils (see Appendix 1)
- governors and volunteers (see Appendix 2)
- parents and carers (see Appendix 3)
- staff (see Appendix 4)

4. How we use the data

We use this data for a variety of purposes which, for each of the above groups is outlined in Appendix 1, 2, 3 and 4.

5. Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions, we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

6. Collecting this information

We collect / obtain data from pupils, parents, carers, teachers, volunteers, governors and other staff and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

7. How we store this data

We keep personal information about pupils, and their parents/carers, 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.

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We keep information about volunteers, governors and staff for how long they are associated with the school and beyond if this is necessary to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

8. Data sharing

We will share information, for instance with health services and local government. Additionally, we may share information with other organisations when we have a legitimate interest to do so. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police.

We do not transfer personal data to countries outside the European Economic Area. The only exception to this is our use of Google G Suite - However, the GDPR doesn't require storage of personal data in the EU like the 95/46/EC Directive on Data Protection, the GDPR sets forth certain conditions for the transfer of personal data outside the EU. Such conditions can be met via mechanisms such as model contract clauses - which Google G-Suite does..

9. 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. This includes access to their child's educational record. This should be made in writing or by e-mail to redrose@durhamlearning.net. The school will respond within a 15 school days timescale. 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 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

People from the other groups have the right to subject access about themselves.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form

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- Give you a description of the data we hold
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it can not be disclosed to you at the time of your request.

10. Other rights

Individuals have 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 (see Section 12).

11. 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 (see Section 12).

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

12. 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:

Mr Dave Ross
Data Protection Officer
Red Rose Primary School
York Terrace
Chester-le-Street
County Durham
DH3 3NA

Tel: 0191 388 6251

APPENDIX 1

How we store and use data about pupils

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

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

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 (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

APPENDIX 2

How we store and use data about governors and volunteers

We process data relating to **governors and those volunteering** at Red Rose Primary School. Personal data that we may collect, use, store and share (when appropriate) about governors and volunteers includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors’ details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

APPENDIX 3

How we store and use data about parents and carers

Personal data about parents or carers that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Photographs

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Report to parents' or carers' child's attainment and progress
- Keep parents and carers informed about the running of the school (such as emergency closures) and events
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

APPENDIX 4

How we store and use data about staff

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable staff to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning

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- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body