

## **Privacy notice for parents, carers and pupils**

Purston Infant School is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. We have appointed Mrs Gascoyne to be our Data Protection Officer (DPO). The role of DPO is to ensure that Purston Infant School is compliant with GDPR and to oversee data protection procedures. The DPO contact details are DPO@purston.wakefield.sch.uk.

### **What information we collect**

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including:

- Relevant medical information- please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff.
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion
- Biometric data e.g. thumb/fingerprints in our secondary schools for our catering or library systems

### **Why do we collect your personal data?**

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR: Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944,1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' / students' interests, include:

- School trips
- Extracurricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information, we will ensure that we ask for your consent to process this.

## Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Our Local Education Authority Wakefield M D Council
- Any other schools attended
- Other professionals or authorities working with the individual

## Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority Wakefield M D Council
- the Department for Education (DfE)
- National Health Service bodies (eg Child and Adolescent Mental Health Service, Speech and Language Therapy)
- Management Information Systems
- School Text and Email provider
- Education Psychology services
- Social Services
- Police
- IT providers including education apps
- School photographer
- Sports/extra curricular providers

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> We will not share any information about you outside the School without your consent unless we have a lawful basis for doing so.

## How long do we keep your personal data for?

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about our pupils and students will be in their individual pupil/student file. We usually keep these until you move school, in which case we send the file to your new school, or until your 25<sup>th</sup> birthday. Purston Infant School will keep your data in line with our Data Retention Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed
- to request access to your personal data that we hold, and be provided with a copy of it.

To make a request, please submit in writing, either by letter or email to the DPO (details above). Include: Full Name of individual, address, contact number and email address. Please state details of the information you require.

## Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above. If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting: First Contact Team Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF casework@ico.gsi.gov.uk Telephone: 03031 231113 (local rate) or Telephone: 01625 545 745 (national rate number)