



GDPR privacy notice for pupils and their families

This Privacy Notice has been written to inform parents and pupils of Acle St Edmund C of E Primary about what we do with your personal information.

Who processes your information?

Acle St Edmund Primary School is a 'Data Controller' as defined by Article 4 (7) of 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. Mr Paul Henery, Headteacher, acts as a representative for the school with regard to its data controller responsibilities; he can be contacted on 01493 750322 or office@acleprimary.norfolk.sch.uk.

The school has appointed Stuart Lee of Data Protection Education to be its Data Protection Officer (DPO). The role of the DPO 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 through our school on 01493 750322, or by email office@acleprimary.norfolk.sch.uk

Why do we collect and use your information?

Acle St Edmund C of E Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we 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

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 safeguard children from harm
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares includes 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, progress and achievement information
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management, attendance procedures, to promote children’s learning, on our website and newsletter for information and promotion.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis eg. photographs for the newsletter/website. 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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for FSM, Childcare Voucher information
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils at Acle St Edmund C of E Primary School and their families is stored in line with the school’s GDPR Data Protection Policy.

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?

The school is required to share pupils’ data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Acle St Edmund C of E 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.

Acle St Edmund C of E Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. Where the school uses a third-party processor, the same data protection standards that Acle St Edmund C of E Primary School upholds are imposed on the processor.

The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The School's Governing Body
- FOSA (Friends of the School Association) - pupil name and class/year group, plus your name and contact details if you have explicitly given them to share.
- Schools within the Cluster as part of Extended Schools events (eg names, ages, relevant medical needs, information relating to SEND)
- Cloud based educational programs to support pupil learning and communication
- Cloud based Management Information System (MIS) – Pupil Asset
- Consultants engaged by the school to support pupil learning

The information that we share with these parties can 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, progress and achievement information

- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

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 Acle St Edmund C of E Primary School uses your personal data.
- Request access to the personal data that Acle St Edmund C of E 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.

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 Acle St Edmund C of E Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the 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 www.acleprimary.norfolk.sch.uk to download our GDPR Data Protection Policy.
