



Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk



PRIVACY NOTICE

YOUR DATA MATTERS

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: *Mr L Whitney*
Chair of Governors: *Mr M Raghav*





Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk

PRIVACY NOTICE YOUR DATA MATTERS

INTRODUCTION



At Mayflower Primary School, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending Mayflower Primary School you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to Mayflower Primary School.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- DfE Department for Education
- GDPR General Data Protection Regulation
- UK United Kingdom
- NPD National Pupil Database
- LA Local Authority
- NHS National Health Service

WHAT WE NEED



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.

The categories of pupil information that the school collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil telephone numbers and addresses, Parents and Carers Information
- 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

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: Mr L Whitney
Chair of Governors: Mr M Raghav





Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk

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

WHY WE NEED IT



Mayflower 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
- Regulation 5 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 provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents/carers with updates, news about the school

WHAT WE DO WITH IT



We do not share information about our pupils/parents with anyone without consent unless the law and our policies allow us to do so.

The school is required to share pupils' data with the DfE on a statutory basis. NPD is managed by the DfE and contains information about pupils in schools in England. Mayflower 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.

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: Mr L Whitney
Chair of Governors: Mr M Raghav





Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk

- 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. Mayflower 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:

- Educational Portals (Administration and Educational purposes)
- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE
- Schools that the pupil's attend after leaving us
- Other schools in our group
- Professional advisers and consultants
- Suppliers and service providers
- Our regulator, Ofsted (the organisation that supervises us).
- Other agencies that support your child's wellbeing

HOW LONG DO WE KEEP IT?



Personal data relating to pupils at Mayflower 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 and in line with our retention statement.

WHAT ARE YOUR RIGHTS?



Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Mr Whitney
Mayflower Primary School
Evington Drive
Leicester LE5 5PH
TEL: 0116 273 7504

You also have the right to:

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: Mr L Whitney
Chair of Governors: Mr M Raghav





Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk

- Be informed about how Mayflower Primary uses your personal data.
- 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.
- Claim compensation for damages caused by a breach of the GDPR

CONTACT DETAILS AND USEFUL WEBSITES

If you have a concern about the way Mayflower Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

Schools Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester
Le4 5PJ
TEL: 0845 519 1772
EMAIL: info@dpoforschools.co.uk

You may also contact the ICO.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

www.ico.org.uk

In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

www.gov.uk

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: Mr L Whitney
Chair of Governors: Mr M Raghav





Mayflower Primary School

Evington Drive, Leicester. LE5 5PH

<http://mayflower.j2webby.com>
office@mayflower.leicester.sch.uk

In the search box type at the top of the page type:

- GDPR
- National Pupil database
- How we use your data
- Data protection: how we share pupil and workforce data
- Data collection and censuses for schools
- Contact DfE

www.leicester.gov.uk

In the search box type at the top of the page type:

- GDPR
- Schools
- Education

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 Mayflower Primary School to download our GDPR Data Protection Policy or request a copy from the school.

Telephone: Leicester (0116) 2737504

Facsimile: Leicester (0116) 2737801

Head teacher: Mr L Whitney
Chair of Governors: Mr M Raghav

