

BANWELL PRIMARY SCHOOL - GDPR Privacy Notice

Who processes your information?

Banwell 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. The company i-West act as a representative for the school with regard to its data controller responsibilities; they can be contacted by email at i-west@bathnes.gov.uk . We are also registered with the Information Commissioner's Officer – Registration Z5589238

In some cases, your data will be processed by a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where school data is processed by a third party processor, the same data protection standards that Banwell Primary School upholds are imposed on the processor.

i-West are the data protection officer. Their role 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 by email on i-west@bathnes.gov.uk .

Why do we collect and use your information?

Banwell 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. Most commonly we process it where:

- We need to comply with a legal obligation (e.g. Education Act 1996)
- We need it to perform an official task in the public interest (delivering education to your children)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there grounds which may be several justify our use of this data.

Where we process *Special Categories of Personal Data* – this is personal data revealing:

- racial or ethnic origin

- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

we will do so using an additional lawful basis, Most commonly this will be where:

- where there is substantial public interest covering statutory purposes, or for the equality of opportunity or treatment

Less commonly this will be where:

- we gain explicit consent; or
- the processing is necessary to protect the vital interests of the individual or of another individual where they are physically or legally incapable of giving consent;

We process *Special Categories of Personal Data* in line with our policy, and where new processing occurs we will conduct a Data Protection Impact Assessment.

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 and free school meal eligibility
- Contact details and contact preferences
- 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
- Safeguarding information
- Behavioural information – e.g. number of temporary exclusions

- Photographs & video images

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.

The school will, on an annual basis, share your individual Data Collection Sheet with you in order to ensure that our records are accurate and up to date. However, please inform us before then if your details change.

How long is your data stored for?

We hold a pupil's educational record for the length of time the pupils remains at this school and will then transfer the record to their new school.

We follow the guidance provided by the Information Records Management Society in the Information Management Toolkit for Schools (<http://irms.org.uk/page/SchoolsToolkit>) to ensure we retain pupil information for the correct length of time and securely dispose of personal information that is no longer required.

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. Banwell 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.

Banwell 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
- Our local authority
- The Department for Education
- Our regulator, Ofsted
- Health authorities such as the School Nursing Team
- ParentPay Ltd – online payments system
- Compass Group plc – Chartwells school meals service

- eSchools Ltd – website
- Tulip Photography – school photographs (pictures, not names)
- Scomis – SIMS host
- Curriculum tools – Espresso, 2Simple, Bug Club, TT Rockstars, Spag.com, Charanga

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 : **include details of your administrator**, our Data Protection Officer (DPO) i-west@bathnes.gov.uk

You also have the right to:

- Be informed about how Banwell Primary School uses your personal data.
- Request access to the personal data that the 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.

Please note if a parent is requesting access to their child's personal data we may take into account the child's view on this - given that it is their data. However, we will take into account the age of the child, their capacity, and their understanding of information rights.

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 we and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Where can you find out more information?

If you have any questions or concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: iwest@bathnes.gov.uk