

# Endon Hall Primary & Nursery School

'Learning Together and having fun'



## GDPR Privacy Notice for children and their families

### Who processes your information?

Endon Hall Primary & Nursery School is the data controller of the personal information that you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. Miss V Lewis (Headteacher) acts as a representative for the school with regard to its data controller responsibilities and can be contacted on 01782 502645 or [headteacher@endonhall.staffs.sch.uk](mailto:headteacher@endonhall.staffs.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Endon Hall Primary & Nursery School upholds are imposed on the processor.

Tracy Thorley is the Data Protection Officer, whose 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 on 01785 278109 or [dpo.schools@staffordshire.gov.uk](mailto:dpo.schools@staffordshire.gov.uk).

### Why do we collect and use your information?

Endon Hall Primary & Nursery School holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (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 children and their families is collected and used for the following reasons:

- To support children's learning
- To monitor and report on a child's progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

### Which data is collected?

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

- Personal Information (such as names, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as number of absences and absence reasons)
- Assessment Information (such as National Curriculum assessment results)
- Relevant medical information
- Information relating to Special Educational Needs and Disabilities (SEND)
- Behaviour information (such as number of temporary exclusions)
- Photographs – these will be used to aid our records management and attendance procedures

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.

### **How long is your data stored for?**

Personal data relating to children at Endon Hall Primary & Nursery 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 children's data with other organisations on a statutory basis, this includes the following:

- Department for Education
- Schools that children attend after leaving Endon Hall Primary & Nursery School
- Staffordshire Local Authority / Entrust
- The NHS
- Safeguarding Team (s)
- Ofsted
- Examining Bodies

We are required to share information about our children with the Local Authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about children in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. Some of the information gathered via statutory data collections, such as the school census; is then stored in the NPD.

The DfE may share information about our children 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 our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **Data collection requirements:**

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

### **Requesting access to your personal data**

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, please contact Mrs M Martin (School Business Manager) on 01782 502645 or [bursar@endonhall.staffs.sch.uk](mailto:bursar@endonhall.staffs.sch.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with Endon Hall Primary & Nursery School in the first instance.

## What are your rights?

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Endon Hall Primary & Nursery School uses your personal data.
- Request access to the personal data that Endon Hall Primary & Nursery 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 Endon Hall Primary & Nursery School and/or the DfE is collecting or using your personal data, you can raise a concern with the Independent Commissioner's Office (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 school website or download our GDPR Data Protection Policy.

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## Privacy Notice Declaration

I, ....., declare that I understand:

- Endon Hall Primary & Nursery School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Endon Hall Primary & Nursery School may share my data with the DfE, and subsequently the LA.
- Endon Hall Primary & Nursery School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Endon Hall Primary & Nursery School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

**Name:**

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**Signature:**

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**Date:**

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