Privacy Notice – Pupils and Parents/Carers

This privacy notice has been written to inform prospective, current, and former pupils and parents of Stockton on the Forest Primary School about how and why the School uses their personal data.

Who are we?

Stockton on the Forest Primary School is a Data Controller as defined by Article 4 (7) of the General Data Protection Regulation. This means that the School determines the reasons why, and the way in which, your personal data is collected and used in the organisation. The School has a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with Data Protection legislation and is upholding the Data Protection Principles. You can contact the DPO on:

Data Protection Officer
Veritau Ltd.
County Hall
Northallerton
North Yorkshire
DL7 8AL
SchoolsDPO@veritau.co.uk
016059 53 2526

What information do we collect?

The School will collect, create, and use personal data about you which includes but is not limited to:

- Names, addresses, and contact details of pupils, parents, and other family members
- Pupil gender and date of birth
- Pupil educational achievements
- Attendance information
- Eligibility for Free School Meals
- Information about a pupil's behaviour
- Photographs used for internal identification purposes
- Safeguarding information

We will also collect, create, and use personal data about you which could be deemed as sensitive data. The School will ensure that this data has extra protection to ensure against accidental loss or destruction. These are known as 'Special Category Data' and include:

- Medical information about mental or physical health (i.e. allergies, disabilities, or special educational needs). 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. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- Racial and Ethnic Origin (for equality and diversity purposes)
- Religious or Philosophical beliefs (for equality and diversity purposes)

Why do you need my Personal Data?

- The School requires your personal data in order to:
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- 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) includes:
- 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' interests, include:
- School trips
- Extra-curricular 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 has access to my Personal Data in the School?

Your name, contact details, and address will be held on the School's central databases so that we can contact you and also easily identify you should you contact us.
Employees of the School may only access your personal data if they require it to perform a task. There are procedures and checks in place to

ensure that employees do not use your data for their own personal benefit.
Only employees of the school which you or your child attends will have routine access to your information. Our appointed governors may also require your personal data for the governing of the school. Personal Data will only be disclosed to these individuals if there is a legitimate governing purpose.

Who do you share my personal data with?

Third Party Processors

In order to deliver the best possible service, the School often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the School does use a third party organisation, it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

Other Organisations
Occasionally the School is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the School to do so.
For example, the School may need to share information with the police to help prevent or detect a crime. The School may not have to tell you if we do share with other organisations.
We may also be required to routinely share pupil information with:

- The educational establishment that the pupil attends after leaving the School
- Our Local Education Authority (City of York Council)
- National Health Service bodies
- The Department for Education (DfE)

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

Internal Statutory Functions
The School's internal auditors, data protection officer, health and safety officers, and external auditors may also have access to your personal data in order to complete their work.
We will not share any information about you outside the School unless we have your consent or we have an applicable legal power or authority to do so.

How do you protect my personal data?

Stockton on the Forest Primary School is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees and governors on how to handle personal data
- Policies and procedures detailing what officers can and cannot do with personal data
- A number of IT security safeguards such as firewalls, encryption, and anti-virus software
- On site security safeguards to protect physical files and electronic equipment

How long do you keep my personal data for?

The School will keep your data in line with its Information Management 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.

Do you transfer my data outside of the UK?

Generally the information that the School holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. The School will take all reasonable steps to ensure your data is not processed in a country that is not seen as ‘safe’ by the UK Government. If the School does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

If you or your child moves to a school outside of the European Economic Area then the School will seek your explicit consent prior to transferring your personal information to that that school.

What are my Data Protection rights?

Data Protection legislation gives you, the data subject, a number of rights in regards to your personal information:

Right of Access to Personal Information	To request access to your personal data that we hold, and be provided with a copy of it
Right of Erasure	To request that your personal data is amended if inaccurate or incomplete
Right of Rectification	To request that your personal data is erased where there is no compelling reason for its continued processing
Right of Restriction	To request that the processing of your personal data is restricted
Right of Objection	To object to your personal data being processed

If you would like to exercise any of these rights, you are encouraged to complete this Application Form and return to your school or the data protection officer.

How do I complain about the way in which you have handled my personal data?

If you have concerns about the way in which the School has handled your personal data then please initially raise this with the School Administrator or Headteacher. Concerns can also be raised via contact with our Data Protection Officer by contacting:

Data Protection Officer
Veritau Ltd.
County Hall
Northallerton
North Yorkshire
DL7 8AL
SchoolsDPO@veritau.co.uk

016059 53 2526

You may also want to 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
03031 23 1113

For more information about your Data Protection rights please visit the website of the Information Commissioner's Office: www.ico.org.uk