

Huntington Community Primary School

Learn to live, Live to learn



Privacy Notice for Families General Data Protection Regulation (GDPR)

Introduction

Everybody has a right to have their personal information kept confidential; this includes the pupils who attend Huntington CP School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation, which is a European Union regulation that the UK government has decided to keep into the future.

Why does the school have to issue this Privacy Statement?

The school is a **Data Controller** as we are responsible for decisions about how and why we use your personal information.

At times the school acts as a **Data Processor** when we are required to obtain, process and transfer data on the behalf of external organisations; for example, we share some attainment data with the Department for Education.

The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why we keep it and how we intend to keep it secure.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess pupils' attainment and to predict how they might attain in the future
- To help keep pupils safe and healthy (protecting pupils' welfare)
- To make sure that we give equal treatment to all pupils
- To support the social life of the school community

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Legal obligation* and/or *Public Task*. This means that these activities are tasks that the school is required to carry out.

The school will ask families for *consent* for our use of other data, such as photographs.

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our teachers use encrypted USB sticks to transfer data, and any school computers containing sensitive information are protected with regularly-changed, strong passwords. Our server is kept secure, and the hard disks do not leave the school. Staff members do not share passwords or leave equipment or paper records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data that they comply with the General Data Protection Regulation.

To maintain pupil health and safety it is important that staff are aware of any health issues you child may have. This information will only be shared with authorised people as a duty of care (protecting pupils' welfare).

The school has asked Mr. Rose, Headteacher, to look after pupils' information. We have also appointed a Data Protection Officer (DPO) who advises the school – they are provided by CWAC.

The Governing Body has a governor who also looks after pupils' information. Their name is Caroline Willis (cwillis@huntington.cheshire.sch.uk).

Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children who are able to do so to sign an Internet Safety Agreement. The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

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 Huntington Community Primary School uses your personal data.
- Request access to the personal data that Huntington Community 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 Huntington Community Primary School and/or the DfE is collecting or using your personal data, please contact the school in the first instance, but you can also raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

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 or visit the Gov.UK website.

Please complete, detach and return this page to the school office as soon as possible

GDPR PRIVACY NOTICE DECLARATION

Child's Name..... **Year**

I, _____, declare that I understand:

- Huntington Community Primary 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.
- Huntington Community Primary School may share my data with the DfE, and subsequently the LA.
- Huntington Community Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Huntington Community Primary 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 Huntington Community Primary School's 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: _____

Signature: _____

Date: _____