

Pupils and Parents/Carers

How we Use and Protect Your Personal Information (Privacy Notice)

Why do we need to collect and use data about you and your child?

Most personal information is used within school to help plan and deliver excellent care and learning support to ensure the highest quality of learning and development for each child.

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

What type of data do we collect, hold or share about your child?

- Personal details and characteristics (such as name, address, emergency contact details, ethnicity, age, home language, gender, entitlement to free school meals)
- Medical/health information (such as GP details, allergies, medication, dietary requirements, accident/first aid records)
- Attendance records
- Special Educational needs
- Behavioural information
- Assessment information (such as test outcomes, pupil attainment records)
- Safeguarding Information
- Consent forms (for school trips, photographs)

...and about you (parents or carers)

- Contact Details
- Bank details (if cashless payment system is in operation)
- Other information may be held only if relevant (such as accessibility needs, information from external agencies e.g. social services, health professionals, adoption agencies)

Please note: These lists are not exhaustive if you wish to discuss the full list of categories of information we process please speak to Mrs Partington.

How do we collect data about you and your child?

- Most data collected about you is provided to us by you directly. In most cases this is mandatory. If we request any information from you that is voluntary we will advise you of that at the time we request it.
- Some data is collected internally within the school (such as special educational needs, behaviour records, attendance information, pupil attainment information).
- Some data may be provided to us by external agencies (such as social services, educational support services e.g. educational psychology)

How is your data stored?

- Pupil data is held securely for the set amount of time shown in our data retention schedule.
- Data is stored securely on the school server and files with appropriate access restrictions. E.g. password protection and encryption for authorised users only.
- All members of the school workforce have a legal duty to keep information about you and your child confidential (unless in extreme circumstances where someone's safety is compromised)

How/when is the data shared^{3rd} parties?

- We are required by law to share certain personal data with others. We will not disclose your/your child's personal information without your consent unless the law requires us to do so.
- We may need to share personal data when requesting additional support, specialised support, funding and care.
- We may need to provide information to other organisations involved in your child's care, well-being and education (such as other schools, social services, local authority, the DfE).