

Alpington & Bergh Apton CE VA Primary School



GDPR Privacy Notice for Pupils and their Families

Dear Parents/Carers

Please read the following privacy notice which we need to share with you in order to comply with the new GDPR rules and regulations.

Schools have a legal basis to process personal data in order to carry out our statutory duties and the majority of the processing we carry out is covered by our duty to “carry out tasks in the public interest.”

Below is the list of which data we collect, why we need to collect it, who we share it with and how long we store it.

The final page contains a declaration for you to sign and return which indicates that you have read and understood this Privacy Notice.

Where we need consent e.g. for photography and videoing, then we will seek your consent annually, each September.

Who processes your information?

Alpington & Bergh Apton CE VA 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 Headteacher acts as a representative for the school with regard to its data controller responsibilities; the Headteacher can be contacted on 01508 492700 or office@alpington.norfolk.sch.uk.

In some cases, your data will be outsourced to a third party processor (e.g. extra curricular club providers, school meals service); 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 Alpington & Bergh Apton CE VA Primary School upholds are imposed on the processor.

Julie Risby is our Data Protection Officer. Her 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 via the school office.

Why do we collect and use your information?

Alpington & Bergh Apton CE VA 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, 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 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 track and assess how well the school as a whole is doing
- To comply with the law regarding data sharing
- To provide health/medical care
- To provide safeguarding
- To support transition to the next school or phase of education
- In the case of photographs to provide identification, progress and attainment evidence as well as to celebrate success.

Which data is collected?

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

i) From the school's admission form completed on entry to school:

- Personal information – e.g. names, pupil numbers and addresses, unique pupil number, date of birth, gender, email addresses and phone numbers
- Details of people who have legal parental responsibility for this child
- Additional emergency contacts
- Details of other adults with whom your child normally lives
- Full details of any other adult authorised by yourself to collect your child from school (if different from above)
- Educational history including previous childcare providers i.e. nursery and pre school
- Doctor, health care and other arrangements
- Special dietary requirements
- How will your child normally get to school
- Religion
- Language spoken at home
- Country of birth
- Nationality
- Ethnicity

ii) We also collect:

- Reports from external agencies involved with families e.g. health, social care
- Pupil Premium and Free School Meal eligibility

- 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
- Behavioural information – e.g. number of temporary exclusions
- Operation Encompass
- Reports from previous educational settings

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 pupils at Alington & Bergh Apton CE VA Primary School and their families is stored in line with the school's GDPR Data Protection Policy and Records Management 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 pupils' data with the DfE on a statutory basis, this includes the following:

- Statutory assessment outcomes
- School Census returns
- School to school movement

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Alington & Bergh Apton CE VA 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 NPD 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 NPD is maintained.

Alpington & Bergh Apton CE VA 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:

We Share with:	What we share:
Pupil Asset (the school's management information system)	All personal information, educational records
Pupils' destinations upon leaving the school	Personal information, educational records
The LA	Personal information, educational records
Children's Services	Personal information, educational records
The NHS or Medical Agencies	Personal information, educational information
Safeguarding agencies including police	Personal information, educational information if requested
Cluster SENCo and Cluster PSA	Pupil's name, age, gender, medical information and educational information which include from external agencies e.g. EPSS
Norse Catering	Pupil's names, dietary requirements
JC Comtech	Pupil's names
Residential settings – e.g. Brancaster Millennium Centre or YHA	Pupil's names, dietary requirements and medical information. <i>(This data is only held for the duration of the residential)</i>
External providers of extra-curricular activities, including Breakfast Club	Pupil's names and any educational, behavioural or medical information
My Maths online Educational Apps to support the curriculum	Pupil's names
National Foundation for Educational Research	Pupil's attainment
School Photographer, currently Deena's Images (May 2018) http://www.deenasimages.co.uk	Pupil images and names

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 Alpington & Bergh Apton CE VA Primary School uses your personal data.
- Request access to the personal data that Alpington & Bergh Apton CE VA 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 Alpington & Bergh Apton CE VA Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information 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 website <http://alpington.norfolk.sch.uk> where you will find the policies relating to GDPR including our GDPR policy.



ALPINGTON & BERGH APTON

Church of England VA Primary School

Wheel Road, Alpington, Norwich, Norfolk, NR14 7NH • Telephone: 01508 492700
email: office@alpington.norfolk.sch.uk • Web site: www.alpington.norfolk.sch.uk
Headteacher - Mrs Teresa Osborne

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Declaration

I, _____ name of parent/carer, declare that I understand:

- Alpington & Bergh Apton CE VA Primary School has a legal and legitimate interest to collect and process my/my child's personal data in order to meet statutory requirements.
- How my/my child's data is used.
- Alpington & Bergh Apton CE VA Primary School may share my/my child's data with the DfE, and subsequently the LA.
- Alpington & Bergh Apton CE VA Primary School will not share my/my child's data to any other third parties without my consent, unless the law requires the school to do so.
- Alpington & Bergh Apton CE VA 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/my child's data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my/my child's personal data.
- Where I can find out more information about the processing of my/my child's personal data.

Name of Child:	
Name of Parent:	
Signature of Parent/Carer:	
Date:	