

# RIVERSIDE PRIMARY SCHOOL

## Privacy Notice



This privacy notice advises parents, carers and guardians of the school's data protection responsibilities on the collection and processing of pupil's personal information.

This notice provides details about:

- The personal information we collect on pupils.
- How we collect that personal information.
- What we do with the personal information.
- Your rights in relation to any personal information held and processed by the school.

Ms Taylor, Office Manager, is the person with responsibility for ensuring that pupils' personal information is held and processed in the correct way. She can be contacted at [office@riversideprimary.org.uk](mailto:office@riversideprimary.org.uk) Questions about this policy, or requests for further information, should be directed to her.

### **What is personal information and what does processing mean?**

Personal information is any information that relates to your child that can be used directly or indirectly to identify your child.

This includes information such as their name, date of birth and address as well as information relating to their exam results, medical details and behaviour records. This may also include sensitive personal information such as their religion or ethnic group, photos and video recordings.

### **How we use pupil information:**

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the educational needs and SEN Code)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous school attended)
- assessment and attainment (such as Key Stage 1 Assessments and Year 1 Phonics Test and Key Stage 2 Test results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

## **We collect and process pupil information for the following purposes:**

- to support pupil learning
- to monitor and report on pupil attainment and 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
- to comply with the law regarding data sharing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are for the purposes of Annual School Census and Local Authority Data Captures in accordance with a legal obligation under statutory reporting requirements to the Department for Education.

## **How we collect pupil information**

We collect pupil information including names, addresses, mobile numbers and e-mails addresses through admissions and data collection forms at the start of the school year or by Common Transfer File (CTF), the secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.riversideprimary.org.uk](http://www.riversideprimary.org.uk)

## **Who we share pupil personal data with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

## **Why we regularly share pupil information**

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

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at North Tyneside Council

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>