

WHINNEY BANKS PRIMARY SCHOOL

Privacy Notice - Data Protection Act 2018 and General Data Protection Regulations

WHINNEY BANKS PRIMARY are the Data Controller for the purposes of the Data Protection Act. Our Data Protection Officer is the School Business Manager and can be contacted on 01642 817713.

We collect information from you and may receive information about you from your previous school, the local council and the government. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and;
- Assess how well our school is doing.
- Keep you safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collection

This information includes your contact details, national curriculum assessment results, exclusion information, attendance information and personal characteristics such as your ethnic group, language, nationality, country of birth, free school meal eligibility, special educational needs, unique pupil number, photograph, safeguarding information including support, care packages, plans and support providers, CCTV images and any relevant medical or behavioural information.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- ***We need to comply with the law***
- ***We need to use it to carry out a task in the public interest (in order to provide you with an education).***

Sometimes, we may also use your personal information where:

- ***You, or your parents/carers have given us permission to use it in a certain way***
- ***We need to protect your interests (or someone else's interests).***

Where we have permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, there are some occasions when you can choose whether to provide the data or not. We will always tell you if it's optional.

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where the law requires us. We have a records management policy which sets out how long we must keep information about pupils.

We do not share personal information about you with anyone outside school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the Department for Education (DfE), local authorities, educators and examining bodies, Ofsted, suppliers and service providers – so that they can provide the services we have contracted them for, financial organisations, auditors, health authorities, health and social welfare organisations, professional advisers and consultants, police, courts, tribunals and social media platforms (Twitter). We may also receive and share data about pupils with other organisations including, but not limited to, other schools and the Speech and Language Therapy Service.

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

If you want to see a copy of the information we hold and share about you then please contact our **School Business Manager by e-mailing office@whinneybanks.org.uk**. You also have the right to object to:

- Object to processing personal data that is likely to cause damage or distress
- Prevent processing for the purposes of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

You have a right to complain to the Information Commissioner's Office if you think there is a problem with the way we are handling your data. They can be contacted at <https://ico.org.uk>