FIRLE CE PRIMARY SCHOOL

PUPIL AND PARENT INFORMATION

PRIVACY NOTICE SEPTEMBER 2020

School Privacy Notice for Parents and Pupils

Introduction

This Privacy Notice describes how Firle CE school gathers and processes personal data relating to parents and pupils at the school.

The processing of personal information by the school is predominantly for statutory provision of education in a safe environment. The processing assists in the provision of the pupil's education and in the safeguarding and welfare of that child.

What information is processed

The categories of pupil and parent data collected and processed include:

- personal information (name, contact details, age and unique pupil number)
- specific characteristics (ethnicity, language, nationality, country of birth and eligibility for free school meals)
- attendance record (sessions attended, absences and absence reasons)
- relevant medical or dietary information (medical conditions and allergies)
- special educational needs and disability information
- behavioural information

What is the information used for

The data is used to:

- monitor and report on pupil progress
- support pupil learning
- provide pastoral care and support
- assess the quality of the school's teaching and learning
- meet statutory requirements for the sharing of pupil data

What is the legal basis for the processing

The school processes pupil and parent data to meet the statutory obligation to provide education to the pupil in a safe environment. The legitimate legal basis for processing is therefore 'Legal Obligation'.

For some processing activities, such as the taking of photographs, the school will request consent before collecting and processing an individual's data. The school gathers consent as part of the admissions process before the child joins the school.

How long is data held

Pupil data is held in accordance with the school's Retention Schedule. This data is normally transferred with the child to their new school, but in some instances (such as accident reports) information may be held longer when a legal basis is present.

Who is the information shared with

Pupil data is shared with:

- the next school that the pupil joins, for the on-going continuity of education
- East Sussex County Council, for the monitoring and improvement of educational standards
- the Department for Education (DfE) and the National Pupil Database, for the evaluation of educational attainment, funding and policy development at a National level
- the School Nurse, for the monitoring of pupil health
- catering provider, for the provision of meals
- the providers of educational software, for the support and improvement of educational standards

How can I access my data

Data protection legislation gives individuals 8 specific rights, which include the right to access their data. The school has a Subject Access Request process in place that it will use to support parents to access their child's information.
To make a request for your personal information, please contact :
Executive Headteacher - Mrs Rachel West Phone 01273 858260
Address: Firle CE Primary School,
The Street,
Firle, Lewes,
East Sussex. BN8 6LF
rwest@firle-school.e-sussex.sch.uk

The other rights allow parents (in some instances) to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, restricted or erased
- claim compensation for damages caused by a breach of the Data Protection regulations

If a parent has a concern about the collection or processing of the data collected about them or their child they should contact the school office in the first instance.

Data Protection Officer

The school's Data Protection Officer is Roger Simmons
rsimmonsltd@gmail.com 07704 838512

Further information is available in the School Data Protection Policy