



## Privacy notice for parents

We, Spring Grove Primary School, are the 'data controller' for the purposes of data protection law. You have a legal right to be informed about how our school uses any personal information that we hold about you and your child. Our 'privacy notice' explains how we collect, store and use your personal data. Our data protection officer is being appointed; please contact the school office if you have any questions.

### The personal data we hold

We hold some personal information about your children to make sure we can help them learn, keep them safe and look after them at school.

For the same reasons, we also receive information about you and your child from other organizations – ie. other schools, the local council and the government.

This information includes:

- Contact details
- Test results
- Attendance records
- Personal characteristics, like your ethnic background or any special educational needs
- Any medical conditions
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

*Please refer to the ICO's definitions of 'personal data' and 'special categories of personal data' based on the General Data Protection Regulation for more information.*

### Why we use this data

We use this data to help run the school:

- To get in touch when we need to
- To work out whether children or teachers need any extra help
- To track how well the school as a whole is performing
- To look after children's wellbeing

### Our legal basis for using this data

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:

- Parents have given us permission to use it in a certain way
- We need to protect a child's interests (or someone else's interest)

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

Some of the reasons listed above for collecting and using information overlap, there may be several grounds which mean we can use your data.

Please refer to the ['ICO's guidance on the lawful basis for processing'](#) for more information.

## **Collecting this information**

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

## **How we store this data**

We will keep personal information about pupils at our school. We may also keep it after they have left the school, where we are required to by law.

We practice and follow the [Information and Records Management Society's toolkit for schools](#) which sets out how to manage and retain your data.

## **Data sharing**

We do not share personal information with anyone outside the school without permission from you 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 with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department)*
- *Your nominated family and representatives*
- *Educators and examining bodies*
- *Our regulator, Ofsted (the organisation or "watchdog" that supervises us)*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies*



## National Pupil Database

We are required to provide information to the Department for Education (a government department) as part of data collections such as the school census.

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 the 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.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information and how we use it, by making a '**subject access request**'.

If we do hold information about your child, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

### Your other rights over your data

You have other rights over how personal data is used and kept safe, including the right to:

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you/your child in some way



## Complaints

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our the school office.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*

May 2018

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