



Believe in Yourself

Whitehouse Primary School

Data Process Summary 2018

We have a legal right under Article 6 (e) and special category (g) of the General Data Protection Regulations 2018 to process data in support of the education of the children in our school.

We receive information from a number of sources, primarily parents and North Tyneside Council. Information received is processed by the school office and retained in our Information Management system. If required, a hard copy is retained in the Headteacher or schools' office or by the SENCO. Hard copies are securely stored in a locked cabinet with restricted access.

We use the information received to support the education of pupils in the school. We share information with a number of external organisations to:

1. Monitor progress and attainment of pupils.
2. Enable pupils to access IT systems and apps to support their learning.
3. Enable parents to access specialist support services to ensure their child(ren)'s learning needs are met.

We share information using spreadsheets, hard copies, direct input to websites, upload via secure links from one system to another.

Access to data is restricted and information is only shared on a need to know basis.

Information is retained in line with the school's Record Management policy. It is retained for the minimum length of time necessary.

A copy of our privacy notice and your rights to access information held are available on our website:

www.whitehouseprimary.org.uk

This data summary notice will be reviewed on an annual basis. The next review will be March 2019.