



## GDPR Privacy Notice (Parents and Pupils)

On the 25<sup>th</sup> May 2018 the UK will introduce the General Data Protection Regulations (GDPR) which is designed to keep your family's data safe. As a school we have a legitimate right to collect and process data on your child(ren) and you. Please feel free to discuss this with your child(ren). **You must return the declaration on the last page to the school office.**

In this notice, you will see different names or terms used that you may not be familiar with, such as:

**Data controller:** This person (or group of people, like a school) is in charge of the information we collect.

**Data processor:** This person processes information for the data controller.

**Data protection officer (DPO):** These named individuals make sure we do everything the law says. The school's DPOs are Ms Joanna Morris and Ms Rachel Woods.

**Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.



### Who looks after your information?

The school is the data controller of the personal information you give us; we look at how and why your information is collected and used. As a school we are legally obliged to share your information with other organisations such as the Department for Education and the Local Authority. We do not share information with organisations that are not entitled to see it.



### Why do we collect and use your information?

We will only collect information that is strictly necessary. We use it to:

- To support your child(rens) learning
- To monitor and report on attainment and progress
- To provide appropriate support as necessary
- To enable pupils to access on-line resources to support their learning
- To have up-to-date contact details for children in case of emergency
- To enable parents to access cashless payment services and on-line communications between the school and you



### What information do we collect?

We collect and share the following:

- Personal information: name, address, pupil date of birth, contact telephone and email numbers
- Characteristics including ethnicity, languages and country of birth
- Attendance information including absences
- Progress and assessment information
- Medical information including any allergies or other conditions
- Any special educational needs and;
- Any behavioural information including any exclusions and the reason.

### Photography

Using photographs also counts as processing your personal data. We will continue to seek parental consent before we use or take any photographs.



### Do you have to give us your information?

We usually only ask for information that we have to collect to fulfil our legal and contractual obligations. When we ask you for information that you don't legally have to give us, we will ask for your permission and let you know why we want it and what we will do with it. You can then decide if you wish to share your data or not.



### How long will we keep your information?

We only keep information for as long as necessary. We will keep information from the day your child starts in school and we will send the information to their next school. Telephone messages and notes for changes in circumstances such as a change of address will be destroyed as soon as the information has been processed.



### Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

<ul style="list-style-type: none"> <li>The LA including Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>The NHS including CAMHS and public health teams</li> </ul>	<ul style="list-style-type: none"> <li>Educational Services</li> </ul>	<ul style="list-style-type: none"> <li>The Department for Education</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>On-line software to track progress and attainment</li> </ul>	<ul style="list-style-type: none"> <li>Parent communication services</li> </ul>	<ul style="list-style-type: none"> <li>Parent cashless payment systems</li> </ul>

The information that we share with them is covered under "what information do we collect?".



### What are your rights?

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold (Subject Access Request).
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to Joanna Morris at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can contact the Information Commissioner's Office (ICO), on 0303 123 1113 or using their [live chat](#).



### Would you like to know more?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website [www.whitehouseprimary.org.uk](http://www.whitehouseprimary.org.uk).

*Please Detach and return to the School Office*



**Name:** \_\_\_\_\_

**Child(ren)s Name(s):** \_\_\_\_\_

**Year Group(s):** \_\_\_\_\_

I understand:

- Whitehouse Primary School has a legal and legitimate interest to collect, use and share information and personal data on me and my child(ren).
- Data and information will be shared with others, in accordance with the schools legal right and statutory obligations.
- The school shares information with third party organisations to enable my child(ren)'s progress and attainment to be tracked and monitored and I give my consent to this.
- The nature and personal categories of the data that is collected and shared.
- I have a right to see what information is collected and shared by submitting a Subject Access Request.
- I can ask for information to be deleted. I understand that, because of legal and legitimate interests, this may not be possible.
- Data will be retained in line with Whitehouse Primary School's records' management policy.

**Signed:** \_\_\_\_\_

**Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_