

Privacy Policy – Parents, guardians and carers

We ask that you read this privacy policy carefully as it contains important information about how the school will use (or “process”) personal data about our pupils, their parents, carers or guardians (referred to in this policy as “parents”).

This information is provided because data protection law gives individuals rights to understand how their data is used.

What information do we collect?

We collect personal information about our pupils such as name, contact details, assessment information, attendance information, relevant medication information and personal characteristics, such as their ethnic group, language, country of birth and free school meal eligibility. We also collect special educational needs information.

We will not share information about our pupils to anyone without parental consent unless the law and/or our policies allow us to do so.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes;

- to support our pupils’ learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep our children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK law, including those in relation to the following;

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

How we collect and store pupil information

The school receives personal data from parents about their child/children from our registration process. We may also collect data about our pupils through daily interaction or communication such email or written assessment. In some cases personal data will be supplied by third parties, for example another school, or other professionals or authorities working with that pupil.

Data is stored securely and our methods of storage are reviewed and audited.

How long is your data stored for?

Personal data relating to pupils at Shakespeare Primary School and Nursery and their families is stored in line with the school’s GDPR Data Protection Policy. In line with legislation, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with and who has access to personal data

The school is required to share pupils' data with the DfE on a statutory basis.

We will not share our pupils' personal information with any third party without gaining parental consent, unless the law permits us to do so.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data;

- to be informed about how Shakespeare Primary School and Nursery uses your personal data
- to request access to the personal data that we hold
- to request that your personal data is amended if it is inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your data is restricted
- to object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Contact

If you would like to discuss anything in this privacy policy, please contact the School Business Manager via the school office.

Alternatively, the Data Protection Officer, Miss Claire Lockyer can be contacted on 07841632649 or at gdpr@safeguardingmonitor.co.uk.