



General Data Protection Regulation GDPR (Effective from 25th May 2018)

Privacy Notice for Pupils and Families

INTRODUCTION

Everybody has a right to have their personal information (data) kept confidential, this includes the children who attend Low Ash Primary School and their families. The school recognises the importance of protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation (May 2018) which is a European Union regulation that the UK government has decided to keep into the future.

Why does school have to issue this Privacy Statement?

Low Ash is classed as a 'Data Processor' because the school processes data, for example, it shares some assessment data with the Department for Education (DfE) or the Local Authority. The school have some internal systems, such as making sure that everyone is safe in school, so the school is also a 'Data Controller'. The law requires that we must keep personal information (data) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Why do we keep data?

The school uses data (personal information) for the following main reasons:

- to record who is on the school roll (our admissions)
- to record school attendance
- to assess how well pupils are progressing and what help they might need to achieve more
- to help keep children safe and healthy (protecting pupils' welfare)
- to make sure that we give equal treatment to all children
- to arrange activities beyond the school day (after school clubs, for example)

The school receives this data, uses it, stores it and shares it with others on the legal basis of **Public Task**. This means that the activities are tasks that school has to carry out.

The school will also ask for families for *consent* to our using other data, such as photographs of pupils.

Keeping pupil and family information private

The school will make every effort to keep your information private. We will safely store paper records and make sure that our computer systems are secure. We will work hard to:

- prevent any data being lost
- prevent any data being stolen
- prevent data from being deleted inappropriately
- prevent data from being seen by people who have no right to see it
- prevent data being altered inappropriately

We make sure that our laptop and desktop computers and other portable devices are protected with passwords and encryption. Our computer system is kept secure, the hard disks do not leave school. Staff do not share passwords or leave equipment or paper records in vulnerable places. The school has a strict policy on the use of mobile phones and cameras in school and at school events elsewhere.

To help keep children safe it is important that the adults looking after children in school know if there are any health issues they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

Mrs Medhurst & Mrs Meer, as co-headteachers, are responsible for making sure all members of staff look after pupils' information. We have also appointed a Data Protection Officer, called Ben Cain, who advises and visits the school. He has been a Headteacher and now works for a company called Staff Absence Management Ltd.

The Governing Body has a governor who is responsible for making sure pupil information is looked after too. Their name is Emma Lister.

Pupils' and Families' Data

The sort of data that is personal and which should be kept private includes:

- your children's full names and addresses and your family details
- anything to do with your children's health and their safety
- anything to do with your children's religion (if you follow a religion) and their ethnicity
- how they are getting on in school

The school will expect every family to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to follow our Acceptable Use Policy for computing and using the internet. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people's confidentiality.

What are your rights?

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

You have the right to:

- be informed about how we use your personal data
- request access to the personal data that we hold
- request that your personal data is changed if it is inaccurate or incomplete
- request that your personal data is erased where there is no compelling reason for its continued processing
- request that the processing of your data is restricted
- 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.

If you have a concern about the way Low Ash Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.