



North Somercotes Church of England Primary School



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GDPR Privacy Notice

Who processes your information?

North Somercotes CE Primary School is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We have a Data Protection Officer (DPO) who acts as a representative for the school with regard to its data controller responsibilities; the DPO can be contacted on 01507 358221 or office@nspri.co.uk. The role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that school upholds are imposed on the processor.

Why do we collect and use your information?

North Somercotes CE Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the 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

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To enable effective communication between school and parents
- To safeguard pupils
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing



Attendance = Achievement



Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs

Whilst the majority of the personal data you provide to school is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils and their families is stored in line with our GDPR Data Protection Policy. In accordance with the GDPR, 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.

Will my information be shared?

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

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. North Somercotes CE Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

North Somercotes CE Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, i.e. Secondary Schools
- The LA (via 'Integris', our Pupil Information Management System)
- The NHS
- The DfE (via 'Integris', our Pupil Information Management System)
- Educational Welfare Officer
- Local Police (if required to do so)

Third-Parties who we may share your information with:

Name of Organisation	Information Shared	Reason for Sharing
Integriss	Names, addresses, phone numbers, etc. so that we can contact you if your child is ill.	Legal Obligation
TxTRound	Names, phone numbers, etc. so that we can send you text alerts.	Legitimate Interest
Early Excellence	Name and email so that we can share your child's progress in EYFS with you.	Legitimate Interest
LCC: Evolve	Name, contact numbers so that your child can safely attend trips.	Legitimate Interest
FSM checking	Name, NI number, contact details so your child can have a free hot meal.	Legitimate Interest
School Nursing Team	Name, date of birth, contact address to safeguard your child.	Legitimate Interest
DfE: School Census	Name, attendance, etc. proving your child attends our school	Legal Obligation
Data Exchange	Name, assessments, etc. proving your child's achievements.	Legitimate Interest
ASP	Name, assessments, linked to school performance tables.	Legitimate Interest
Wrates	Name, class so that your child can be part of individual and class photographs.	Legitimate Interest
Educational Welfare Services	Name, address, phone number so that we can track attendance.	Legitimate Interest

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 North Somercotes CE Primary School uses your personal data.
- Request access to the personal data that North Somercotes CE Primary School holds.
- Request that your personal data is amended 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 North Somercotes CE Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office. 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 request a copy of our GDPR Data Protection Policy.



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