



Great Massingham
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Great Massingham and Harpley C of E Primary Schools Federation

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Harpley
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GDPR Privacy Notice

Introduction

The Data Protection Act 1998 is a piece of legislation that protects your personal privacy and ensures that organisations which collect, use, store and disclose (process) your personal information do so lawfully. Important changes are being made to the current Data Protection Act 1998 by the General Data Protection Regulations and the Data Protection Bill as from the 25th May 2018.

As an organisation that processes personal information, Great Massingham & Harpley C of E Schools Federation has a legal duty to inform you who we are, what information is being collected and for what purpose, who we share information with, and what rights you have to access and challenge the personal information we hold about you or your child.

Who we are (the Data Controller)

Great Massingham & Harpley C of E Schools Federation is the Data Controller responsible for processing your personal information. This means that the school is responsible for determining the way in which your personal information is collected, used, stored and disclosed.

We take your privacy very seriously and work to the highest standards to keep your data safe. We welcome the introduction of The General Data Protection Regulation (GDPR), which comes into force on the 25th May 2018, as it provides everyone with an opportunity to reflect upon the measures in place to protect data. Great Massingham & Harpley C of E Schools Federation is committed to compliance with all relevant EU and Member State laws in respect of personal data, and the protection of the rights and freedoms of individuals whose information we collect and process in accordance with the General Data Protection Regulation (GDPR).

Ann Beardall acts as a representative for the school with regard to its data controller responsibilities; she can be contacted at the schools.

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 Great Massingham & Harpley C of E Schools Federation upholds are imposed on the processor.

Why do we collect and use your information?

Great Massingham & Harpley C of E Schools Federation 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, LA and/or the DfE.

The lawful basis for processing personal information

Article 6 of the GDPR requires us to have a lawful basis for processing personal information. Article 9 of the GDPR requires us to have a lawful basis for processing “special category” personal information – that is to say, personal information relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Our lawful basis for processing personal information will include:

1. Consent / explicit consent
2. Legal Obligation (for example, as required by the Education Act 1996 and Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
3. For the performance of a task carried out in the public interest

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 provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

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

- Personal information – e.g. names, pupil 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

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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 at Great Massingham & Harpley C of E Schools Federation and their families is stored no longer than is necessary and in any case in line with the school's retention and disposal policy.

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. Great Massingham & Harpley C of E Schools Federation 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. Great Massingham & Harpley C of E Schools Federation 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
- The LA
- The NHS
- The DfE
- The Police

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold – this is referred to as the right of subject access.

On receipt of a valid request, the school will provide a response within a 1-month time period. There is no fee for making a subject access request; however, the school reserves the right to make a charge or refuse a subject access request if it is deemed to be manifestly unfounded or excessive.

Please note that the right of subject access is separate to that which already exists for access to your child's educational record. The following link to the Information Commissioner's website provides further information on this process:

<https://ico.org.uk/for-the-public/schools/pupils-info/>

To make a subject access request, or be given access to your child's educational record, please contact the Data Protection Officer (DPO) at office@greatmassingham.norfolk.sch.uk OR office@harpley.norfolk.sch.uk

Additional rights

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at office@greatmassingham.norfolk.sch.uk OR office@harpley.norfolk.sch.uk