Moulton Chapel Primary School

Working together, achieving together.

31st January 2018

Dear Parents,

General Data Protection Regulations
Privacy Notice

The attached Privacy Notice, regarding the purposes for which we use the information we hold about your child, is for your information.

The Information Commissioner's Office are currently consulting on the General Data Protection Regulations which will come into force in May 2018. These regulations may require us to provide you with a different form of Privacy Notice. If this is the case, we will provide you with a copy of such Notice.

Yours sincerely,

Mrs L Sexton
Headteacher

Privacy notices

☐ Our privacy notices are clear, and presented in plain, age-appropriate language.

☐ We use child friendly ways of presenting privacy information, such as: diagrams, cartoons, graphics and videos, dashboards, layered and just-in-time notices, icons and symbols.

☐ We explain to children why we require the personal data we have asked for, and what we will do with it, in a way which they can understand.

☐ As a matter of good practice, we explain the risks inherent in the processing, and how we intend to safeguard against them, in a child friendly way, so that children (and their parents) understand the implications of sharing their personal data.

☐ We tell children what rights they have over their personal data in language they can understand.

PRIVACY NOTICE TEMPLATE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units

Privacy Notice - Data Protection Act 1998

We, Moulton Chapel Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children

This information includes your contact details, national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Sexton.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/national-pupil-database-requests-received

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at https://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/ or
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

PRIVACY NOTICE

School Workforce: those employed or otherwise engaged to work at a school or the Local Authority

Privacy Notice - Data Protection Act 1998

We, Moulton Chapel Primary School, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school and Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- the Local Authority
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/
- http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data

If you are unable to access these websites, please contact the LA or DfE as follows:

Lincolnshire County Council
County Offices, Newland, Lincoln, LN1 1YL
Telephone: 01522-552222
Email: customer_services@lincolnshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.