

Privacy Notice in relation to the General Data Protection Regulation (GDPR) 2018

This Privacy Notice outlines the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

How we use information

Our schools process personal information relating to their pupils and may receive information about them from their previous setting, local authorities, the Department for Education (DfE) and other professional agencies.

We hold this personal data to:

- Provide an education, support our pupils' learning and monitor and report on their progress
- Ensure the safeguarding of pupils and provide appropriate pastoral care
- Ensure the medical health, health and safety and wellbeing of our pupils
- Provide for any special educational needs for our pupils

This information will include:

- Personal Information including Name, Unique Pupil Number (UPN), Address, Date of Birth and contact details
- Special category personal data including Ethnicity, Religion, Language, free school meal and pupil premium eligibility
- Biometric data such as fingerprints.
- National curriculum assessment results.
- Information concerning any relevant medical and/or special educational needs
- Exclusion and behavioural information
- Attendance information, including any absences

Our legal basis for processing this information is:

Legal obligation - processing is necessary to comply with the following legislation:

- (The Education act 1996)
- (The Education (information about individual pupils) (England) Regulations 2013)

Public task - processing is necessary to perform a task in the public interest

Vital Interests - processing is necessary to protect someone's life.

Sharing personal data

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Organisations that we are most likely to share personal data with are:

- Local Authorities (Admissions, Exclusions, Attendance, Special Educational Needs, Free School Meals)
- The Department for Education (DfE) (This statutory data sharing underpins school funding and educational attainment policy and monitoring)
- Ofsted
- The Standards and Testing Agency (STA)
- The National Pupil Database (managed by the DfE). <https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data>
- Education and Skills Funding Agency
- Examination Boards, such as AQA, OCR, Pearson Education Ltd and WJEC CBAC Ltd.
- The Department of Health; local trusts include:
 - Shropshire Community Health NHS Trust
 - South Staffordshire and Shropshire Healthcare NHS foundation trust;
 - Shrewsbury and Telford Hospital NHS Trust
 - Other health professionals/Public Services/ external safeguarding agencies
- ICT service providers
- Providers of services within or behalf of the school (e.g. Catering Providers, Club providers, school photographer)
- Next school or educational setting
- Health & Safety Executive (HSE)
- Trip/Residential Venues

If you need more information about how Shropshire Council or DfE collect and use your information, please visit:

Shropshire Council: <https://www.shropshire.gov.uk/access-to-information/>

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

DfE: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Protecting your personal data

To ensure personal data is kept safe we have the following controls in place:

- Information will not be used for any purpose other than those stated in this notice
- Information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- Information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- Information will not be held for longer than is necessary, after which it will be securely destroyed, in line with Trust data retention policies.
- Information will be processed in accordance with the Data Protection Act 2018 legislation and the UK-GDPR General Data Protection Regulation.
- Information about pupils will not be disclosed to anyone without parental consent or unless the law and our policies allow us to do so.

Your rights regarding data

Individuals have the right to request access to information about them. This is called a **Subject Access Request**.

If you have a concern about your data, or the way in which it is being processed please forward a request to the data protection administrator for the relevant school.

Contact details for these are as follows:

School	Data Protection Administrator	Email Address
Coleham Primary School	Tracy Othen	tracy.often@col.318education.co.uk
Thomas Adams School	Peter Neale	pn@thomasadams.net
St Martins 3-16 School	Cindy Hellyn-Jones	chj@stmartins3-16.org
The Priory School	Carol Combes	cyc@tpstrust.co.uk
William Brookes School	Kirsty Pote	kpote@williambrookes.com

For any of the following requests, please contact School reception if you wish to:

- Amend any records we hold about you or your child
- Access any records we hold about you or your child
- Have any information we hold about you or your child corrected
- Have any information we hold about you or your child where there is no compelling reason for its continued processing.
- Restrict how information we hold about you or your child can be used or shared
- Object to information about you or your child being held
- Have any information we hold about you or your child transferred to a third party

If you are dissatisfied with our response to your concerns, you can refer this to the Information Commissioner (ICO) at the following address:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/>

* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.