

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the GDPR comes into effect on 25 May 2018.

Who processes your information?

Putnoe Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Eileen Hoare acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01234 303400 or office@putnoeprimary.co.uk.

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 Putnoe Primary School upholds are imposed on the processor.

The data protection officers role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01234 303400 or putnoeprimary@putnoeprimary.co.uk.

Why do we collect and use your information?

Putnoe 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, 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
- 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

Which data is collected?

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

- Personal information – e.g. names, parent contact information, pupil numbers, addresses and date of birth
- 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 – these will be used to aid our records management and attendance procedures

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.

Where is the information stored?

All electronic information is stored on the SIMS and CPOMS secure data bases and paper copies of all pupil records are kept in a secure location. Pupils school transfer data is stored locally on password protected computers. Pupils assessment data is stored with Target Tracker and also locally on password protected computers and a secure server.

How long is your data stored for?

Personal data relating to pupils at Putnoe Primary School and their families is stored in line with the school's GDPR Data Protection Policy, a copy of which is on our website.

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.

Information that needs to be disposed of, will be deleted from the school data system and any paper copies will be securely shredded and a certificate acquired.

Will my information be shared?

The school is required to share pupils' data with the DfES on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the DfES and contains information about pupils in schools in England. Putnoe Primary School is required by law to provide information about our pupils to the DfES as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfES may share information about our pupils from the NDP 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 DfES has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Putnoe 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 (CTF files)
- The LA
- The NHS
- DfES

The information that we share with these parties includes the following:

We collect emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally-friendly, we communicate school information via teachers to parents text messaging. We collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures. We collect medical information and food allergy information in order to provide appropriate care within school.

We periodically collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed as well as statutory assessment data.

We ask consent forms to be completed by parents for school photos and certain school trip where the children will need to be identified for a funding purpose. We can also receive electronic data transfers from previous or primary schools via the DfES's Secure Access site providing previous attendance history. Staff complete manual mark books to provide progress and assessment data, which is then reported to parents through Progress Checks.

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 Putnoe Primary School uses your personal data.
- Request access to the personal data that Putnoe 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 Putnoe Primary School and/or the DfES is collecting or using your personal data, you can raise a concern with the 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 DfES collect, use and store your personal data, please visit our website www.putnoeprimaryschool.co.uk or download our [GDPR Data Protection Policy](#).



Declaration

I, _____, declare that I understand:

- Putnoe Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Putnoe Primary School may share my data with the DfES, and subsequently the LA.
- Putnoe Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Putnoe Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name of Child.....

Class.....

Name of Parent.....

Signature.....

Date.....