



GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used.

Who will own my Data once I submit it?

LOWER PEOVER PRIMARY SCHOOL

Who processes your information?

Lower Peover 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.

Martin Waters (CWAC) is the school's data protection officer. This role is to oversee and monitor the school's data protection procedures, and to ensure that we are compliant with the GDPR.

The data protection officer can be contacted via schoolDPO@cheshirewestandchester.gov.uk

The data protection lead in school is Miss Tinker. This role is to implement GDPR procedures within school and liaise with the DPO. The data protection lead can be contacted on 01625 383292 or dpo@lowerpeover.cheshire.sch.uk All initial enquiries should be directed to the school's data protection lead.

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 Lower Peover Primary School upholds are imposed on the processor.

Why do you need my information?

Lower Peover 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 use the pupil data:

- 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

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

- Personal information – e.g. names, addresses, DOB, pupil numbers
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Relevant medical information
- Attendance information
- Behavioural Information including exclusions
- Assessment information
- Special Educational Needs information

What allows you to use my information?

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:

- The Education Pupil Registration (England) Regulations 2006
- Education Act 2002
- Education Act 2011
- Government Guidance on Schools and Education

How long is your data stored for?

Personal data relating to pupils at Lower Peover Primary School and their families is stored in line with the school's 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.

Who will my information be shared with?

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- DfE
- Health & Social Care
- School Nursing Team

To find out more about the data collection requirements placed on us by the DfE (e.g. school census) go to the Department for Education website.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections, such as school census and early years' census. Some of this information is then stored in the National Pupil Database

Visit the National Pupil Database (NPD) website for further information.

The DfE 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 DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained and is in compliance with the General Data Protection Regulation

For more information about the department's data sharing process, please visit the Department of Education's website.

Do I have to provide this information and what will happen if I don't?

Whilst the majority of the personal data you provide to the school is mandatory as part of our public functions under both the Data Protection Act and Article 6 part € of the General Data Protection Regulation, when we collect data outside of this, we will reply on your consent to collect and store your personal data.

How long will you keep this data for and why?

Personal data relating to pupils at Lower Peover Primary School and their families, is stored in line with the school's Retention Policy.

In accordance with GDPR, the school doesn't 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.

What rights do I have when it comes to my data?

Under the Data Protection Act and General Data Protection Regulation, you have the right to request the information we hold about you.

To make a request for your personal information, or be given access to your child's educational record, please refer to our Rights of Access Policy on our website or contact Miss Tinker at the school.

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

Who can I complain to if I am unhappy about how my data is used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with school in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information, please contact:

Miss J Tinker – School's Data Protection Lead

dpo@lowerpeover.cheshire.sch.uk

01625 383292

If you prefer, you may contact the school's independent Data Protection Officer directly at:

School's Data Protection Officer

Cheshire West & Chester Council

HQ, 58 Nicholas Street

Chester

CH1 2NP

schooldpo@cheshirewestandchester.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

ICO website

The ICO

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

08456 30 60 60 or 01625 545745

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No