

## **Ludlow C of E School Parent Privacy Notice**

### **Data Protection Act 1998 and**

### **General Data Protection Regulations May 2018**

(Formerly the Fair Processing Notice)

Ludlow C E School is a member of the Diocese of Hereford Multi-Academy Trust (DHMAT), who is the Data Controller for the purposes the Data Protection Act (DPA) 1998 and the General Data Protection Regulations 2018.

The DPA defines “Personal Data” as data that relates to a living individual who can be identified:

- from that data, or
- from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, address)
- Family information and contact details
- Medical and Special Educational Needs Information
- Assessment Information
- Behaviour information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Photographs
- CCTV Images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### **Our legal basis for using this data**

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

### **How we store this data**

We keep personal information about pupils while they are attending our school.

We are required by law to hold pupil data information for "Date of Birth of the pupil + 25 years" at which point it is securely shredded and/or electronically permanently deleted. For further information please see: <http://irms.org.uk/page/SchoolsToolkit>  
<https://www.legislation.gov.uk/ukpga/1980/58/section/2>

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The local authority
- The Department for Education
- The Bishop Anthony Educational Trust
- The local health authority
- Examination Bodies
- Education Welfare Officer
- Careers Guidance/Work Experience
- Schools Cash Office, Tucasi software (School Voluntary Fund for online payments)
- Alliance in Partnership (School Catering Providers – for online payments)
- Capita SIMs – school database
- Teaching and Learning related software programmes:- Class Charts, Spellzone, Pearson Education, Accelerated Reader, SISRA

### **National Pupil Database**

We are required to provide information to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also contact the Department for Education if you have any questions about the database

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the local authority as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to the local authority

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the Operations Manager at DHMAT.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting Rowena Morris – [r.morris@ludlowschool.com](mailto:r.morris@ludlowschool.com).

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Other Useful Links**

<https://www.eugdpr.org/>

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>