



SCHOOL PRIVACY & CONSENT NOTICE

PART 1

This privacy notice and consent applies to pupil, parent and staff data held by this school in relation to data held for:

PARENTS/CARER parents data	✓	PARENTS//CARER pupil data (for under 13 year old pupils)	✓
PUPIL pupil data (over 13's only)		STAFF: staff data	✓

WHY IS THIS NOTICE BEING SENT?	The General Data Protection Regulations (GDPR) replaces the Data Protection Act 1998 on 25 May 2018. The school is now required to tell all data subjects about the data that is collected about them. This form may also be used to collect certain data. schools must tell parents, pupils and staff:
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| | <ul style="list-style-type: none"> WHAT DATA IS BEING COLLECTED WHAT PURPOSE DATA IS USED FOR WHOM THE DATA IS SHARED WITH THE LAWFUL BASIS FOR HOLDING YOUR DATA <ul style="list-style-type: none"> HOW LONG WE WILL KEEP YOUR DATA YOUR INDIVIDUAL RIGHTS UNDER GDPR |
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PURPOSE FOR HOLDING DATA	please see part 2 for a full list of data the school holds/collects/shares
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| WHAT ARE YOU REQUIRED TO DO? | <ul style="list-style-type: none"> PLEASE READ THIS SCHOOL PRIVACY & CONSENT NOTICE CAREFULLY PLEASE COMPLETE ALL THE DETAILS ABOUT ADDITIONAL DATA THE SCHOOL NEEDS TO COLLECT FROM YOU IN PART 3 IN ALL CASES YOU WILL BE ASKED TO SIGN BOX A TO CONFIRM THAT YOU HAVE RECEIVED THIS INFORMATION. IF YOUR CONSENT IS REQUIRED THEN THIS WILL BE SOUGHT FROM YOU INDIVIDUALLY. ALL SIGNED COPIES OF PART 1 SHOULD BE RETURNED TO THE SCHOOL ADMINISTRATOR AS SOON AS POSSIBLE . YOU SHOULD KEEP THE REMAINDER OF THIS NOTICE. |
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| YOUR CHOICES | <ul style="list-style-type: none"> YOU HAVE THE RIGHT TO SEE THE INFORMATION THAT WE HAVE ABOUT YOU AND TO GET ANY MISTAKES CORRECTED. SEE SECTION REQUESTING ACCESS TO YOUR PERSONAL DATA |
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BOX A | I the undersigned have received this school privacy and consent notice

PRINT NAME	SIGNATURE
ON BEHALF OF PUPIL'S NAME (IF UNDER 13)	DATE

COPY TO BE RETURNED TO SCHOOL



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	<ul style="list-style-type: none"> • WHAT DATA IS BEING COLLECTED • WHAT PURPOSE DATA IS USED FOR • WHOM THE DATA IS SHARED WITH • THE LAWFUL BASIS FOR HOLDING YOUR DATA • HOW LONG WE WILL KEEP YOUR DATA • YOUR INDIVIDUAL RIGHTS UNDER GDPR 		
PURPOSE FOR HOLDING DATA	please see part 2 for a full list of data the school holds/collects/shares		
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BOX A	I the undersigned have received this school privacy and consent notice template.		
PRINT NAME	SIGNATURE

ON BEHALF OF PUPIL'S NAME (IF UNDER 13)	DATE
COPY FOR YOU TO KEEP			

DATA THE SCHOOL HOLDS/ COLLECTS /SHARES

PART 2

CATEGORY OF DATA: pupil information

- personal information (name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school eligibility and mode of travel to school);
- national curriculum assessment results;
- attendance information (such as sessions attended, number of absences and absence reasons);
- exclusion / behavioural information;
- special educational needs; and
- any relevant medical information.
- any accident/incident data regarding pupils.
- for pupils enrolling for post 14 qualifications, the learner records service will give us unique learner number (ULN) and may also give details about learning and qualifications.
- Safeguarding information

PURPOSE FOR HOLDING DATA:

- TO SUPPORT PUPIL LEARNING
- TO MONITOR AND REPORT AN PUPIL PROGRESS
- TO PROVIDE APPROPRIATE PASTORAL CARE
- TO ASSESS THE QUALITY OF OUR SERVICES
- TO COMPLY WITH THE LAW REGARDING DATA SHARING
- TO SAFEGUARD PUPILS
- TO COMPLY WITH THE LAW REGARDING MONITORING AND REPORTING ON ANY ACCIDENTS/INCIDENTS TO PUPILS ARISING OUT OF OR IN CONNECTION WITH ANY SCHOOL ACTIVITY

LAWFUL BASIS ON WHICH THIS DATA IS USED:

We collect and use personal information in order to meet our legal obligations set out in GDPR and UK law, including those in relation to the following:

- ARTICLE 6 AND ARTICLE 9 OF THE GDPR
- EDUCATION ACT 1996
- THE EDUCATION (INFORMATION ABOUT INDIVIDUAL PUPILS) (ENGLAND) REGULATIONS 2013.
- TO CHECK CONSENT IS THE MOST APPROPRIATE LAWFUL BASIS FOR PROCESSING
- WE HAVE MADE THE REQUEST FOR CONSENT PROMINENT AND SEPARATE FROM OUR TERMS AND CONDITIONS
- WE ASK PEOPLE TO POSITIVELY OPT IN
- WE DON'T USE PRE-TICKED BOXES OR ANY OTHER TYPE OF DEFAULT CONSENT
- WE USE CLEAR, PLAIN LANGUAGE THAT IS EASY TO UNDERSTAND
- WE SPECIFY WHY WE WANT THE DATA AND WHAT WE'RE GOING TO DO WITH IT
- WE GIVE INDIVIDUAL OPTIONS TO CONSENT SEPARATELY TO DIFFERENT PURPOSES AND TYPES OF PROCESSES
- WE NAME OUR ORGANISATION AND ANY THIRD PARTY CONTROLLERS WHO WILL BE RELYING ON THE CONSENT
- IF WE OFFER ONLINE SERVICES DIRECTLY TO CHILDREN, WE ONLY SEEK CONSENT IF WE HAVE AGE-VERIFICATION MEASURES (AND PARENTAL-CONSENT MEASURES FOR YOUNGER CHILDREN) IN PLACE

(Further information can be found in the Privacy Policy for Pupils)

To find out more about the data collection requirements placed on us by the department for education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

WHO THIS DATA IS SHARED WITH:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with:

- Shropshire Council;
- the Department for Education. This statutory data sharing underpins school funding and educational attainment policy and monitoring; (further information is available via <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>). executive government agencies of the DfE include;
 - the Standards and Testing Agency (STA);
 - Ofsted;
 - Education and Skills Funding Agency;
 - Organisations that require access to data in the Learner Record Service (LRS);
 - The National Pupil Database (managed by the DfE). Robust processes are in place to ensure confidentiality of data is maintained (further information is available via <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.)
- 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
- Schools that the pupil's attend after leaving us;
- Health & Safety Executive (HSE)
- Shropshire council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.
- Safeguarding agencies

Once our pupils reach the age of 13, we also pass pupil information to our Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507b of the education act 1996.

this enables them to provide services as follows:

- youth support services
- careers advisers
- post-16 education and training providers

A parent / guardian can request that only their child's name, address and date of birth is passed to their Local Authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

PERIOD DATA STORED

We hold pupil data for the time a child is at our school, this will be a maximum of 7 years.

Data collected and stored concerning accidents/incidents arising out of or in connection with any school activity is kept until the pupil is aged 21 as the pupil affected by the incident has the legal right to make a claim relating to that incident 3 years after their 18th birthday.

DATA THE SCHOOL NEEDS TO COLLECT FROM YOU		PART 3
CATEGORY OF DATA: Pupil Information		
DATA REQUIRED :		
See attached Primary Registration Form and Parental Consent Form		
PURPOSE FOR COLLECTING DATA		
TO SUPPORT PUPIL LEARNING, TO MONITOR AND REPORT ON PUPIL PROGRESS, TO PROVIDE APPROPRIATE PASTORAL CARE, TO ASSESS THE QUALITY OF OUR SERVICES, TO COMPLY WITH THE LAW REGARDING DATA SHARING.		
LAWFUL BASIS ON WHICH THIS DATA IS USED		
<i>If there is any lawful basis that data can not be used the consent can be withdrawn.</i>		
REQUESTING ACCESS TO YOUR PERSONAL DATA		PART 4
Under GDPR parents/carers, pupils and staff have the right to request access to information about them that the school holds. this is called a subject access request to make a request for your personal information, or be given access to your child educational record contact		
YOU ALSO HAVE THE RIGHTS TO:		
<ul style="list-style-type: none"> • ENABLE CORRECTION TO DATA FOR ACCURACY. • REQUEST THE DELETION OR REMOVAL OF PERSONAL DATA WHERE THERE IS NO COMPELLING REASON FOR ITS CONTINUED PROCESSING. • OBJECT TO PROCESSING OF PERSONAL DATA THAT IS LIKELY TO CAUSE, OR IS CAUSING DAMAGE OR DISTRESS • TO OBTAIN AND REUSE YOUR PERSONAL DATA FOR YOUR OWN PURPOSES ACROSS DIFFERENT SERVICES. • 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; AND • CLAIM COMPENSATION FOR DAMAGES CAUSED BY BREACH OF THE DATA PROTECTION REGULATIONS 		
If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. alternatively, you can contact the commissioners officer at https://ico.org.uk/concerns/		
If you would like to discuss anything in this privacy and consent notice, please contact: <i>Mrs Nicola Bond Data Controller for the Westcliffe Federation: head@westfelton.shropshire.sch.uk</i>		