

DATA PRIVACY NOTICE (PUPILS) – How we use your information

Moston Lane Community Primary School

Moston Lane Community Primary School is called a data controller. The Data Controller decides how pupil data is processed and for what purposes.

We collect, store and share the following information:

- ✓ children's name, address, unique identification number, gender and date of birth
- ✓ children's image
- ✓ children's ethnicity, religion and languages spoken
- ✓ address and telephone/mobile numbers of those with parental responsibility
- ✓ attendance data
- ✓ assessment data
- ✓ relevant medical information
- ✓ special dietary requirements and or needs information
- ✓ special educational needs information
- ✓ behaviour needs information
- ✓ safeguarding information
- ✓ Pupil Premium Information re Free School Meals
- ✓ CCTV imaging and audio to keep your child safe on school grounds

What we use your personal data for

- To provide a safe school;
- To support pupil learning;
- To monitor and report on pupil progress;
- To support teaching and learning;
- To assess the quality of provision;
- To protect pupil welfare;
- To inform you of news, events, activities and services running at Moston Lane Community Primary School;
- To comply with the law regarding data sharing.

What is the legal basis for processing your personal data?

- Explicit consent so that we can keep you informed about school news, events, activities, process and keep you informed about school events. Article 6(1)(a)
- We need to comply with a legal obligation; Article 6(1)(c)
- We need it to perform an official task in the public interest; Article 6(1)(e)

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

- We have obtained consent to use it in a certain way; Article 6(1)(a)
- We need to protect the individual's vital interests (or someone else's); Article 6(1)(d)

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others for purposes connected with the school. We will only share your data with third parties outside of the school with your consent.

We do share pupil data with schools that pupils attend after leaving us, our Local Authority and the Department for Education.

We are required to share pupil information with the DfE under regulation 3 of the Education (Information About Individual Pupils)(England) Regulations 2013. Some of this information is then stored in the National Pupil Database. The DfE may share information from the NPD with other educational groups.

How long do we keep your personal data?

We keep data for up to 1 year after the year which the pupil leaves our school to ensure a smooth and efficient handover with the subsequent school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Your rights and your personal data

Parents have the right to request access to information held about them and their children.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact Details

If you want to talk about anything in this privacy notice please see Mrs. Hardwick.