

DATA PRIVACY NOTICE (PARENTS) – How we use pupil information

Moston Lane Community Primary School

1. Your personal data – what is it?

Personal data relates to a natural living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") which came into force on May 25th 2018. We comply with the following GDPR articles¹; Article 6 (1)(c), Article 6(1)(e) and Article 9(2)(b).

We currently collect and use information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

2. Who are we?

Moston Lane Community Primary School is the data controller. The Data Controller decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Moston Lane Community Primary School complies with its obligations under the "GDPR" by

- ✓ keeping personal data accurate and up to date;
- ✓ by storing and destroying it securely;
- ✓ by not collecting or retaining excessive amounts of data;
- ✓ by protecting personal data from loss, misuse, unauthorised access and disclosure
- ✓ and by ensuring that appropriate technical measures are in place to protect personal data.

4. What we use your personal data for

- To enable us to provide a responsible and safe school for the benefit of our children;
- To administer and record pupil assessments, monitor and report on pupil progress;
- To support teaching and learning;
- To assess the quality of provision;
- To protect pupil welfare;
- To manage our Staff, Pupils, Governors, employees and volunteers;
- To maintain our own accounts and records ;
- To inform you of news, events, activities and services running at Moston Lane Community Primary School;
- To share your contact details with the DFE and Local Authority so they can keep you informed, and statistical research activities and in which you may be interested.
- To comply with the law regarding data sharing.

¹; Article 6 (1)(c) *LEGAL OBLIGATION*: the processing is necessary for us to comply with the law, Article 6(1)(e) *PUBLIC TASK*: the processing is necessary for us to perform a task in the public interest and for our official functions and the task or function has a clear basis in law and Article 9(2)(b) *processing is necessary for the purposes of carrying out the obligations in the field of employment and social security and social protection law.*

5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about school news, events, activities, process and keep you informed about school events. Article 6(1)(a)
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement; Article 9(2)(b).
- 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)

6. 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 (***see additional consent form.***)

We do share pupil data with schools that the pupils attend after leaving us; our Local Authority and the Department for Education. This sharing is on a statutory basis and underpins school funding and education attainment and policy monitoring. We are required to share pupil information with the DfE under regulation 3 of the Education (Information About Individual Pupils)(England) Regulations 2013.

The DfE routinely collects data from us e.g. via the school census. For more information visit <https://www.gov.uk>.

7. How long do we keep your personal data²?

We keep data in accordance with the guidance set out in the guide which is available from the DfE.

Specifically, we retain data while it is still current on;

- ✓ 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

2. for up to 6 years after the calendar year to which they relate or 1 year after they have left our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Anonymised assessment data may be kept for accountability purposes to Ofsted.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Moston Lane Community Primary School holds about you;
- The right to request that Moston Lane Community Primary School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Moston Lane Community Primary School to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), [*only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, [*this applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of educational research and statistics.*]
- The right to lodge a complaint with the Information Commissioner's Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Moston Lane Community Primary School at admin@mostonlane.manchester.sch.uk; 0161 2053864; Moston Lane, Manchester, M9 4HH.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.