

# Privacy Notice ~ May 2018



## **Your Personal Data**

### **What we need**

Curry Rivel C of E Primary School will be what's known as the 'Controller' of the personal data about you. We will collect data from you and may also receive information from your previous school, local authority and the Department of Education (DfE).

This information will include your and your parents/guardians contact details, assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information.

We will not collect any personal data from you that we do not need.

### **Why we need it**

We need to know your basic personal data to

- support your learning
- monitor and report your progress
- provide appropriate pastoral care
- provide services needed while at the school; and
- assess the quality of our service

providing you with the best education we can as well as completing our legal duties.

### **What we do with it**

All the personal data we process is used by our staff and stored in the school.

We are required, by law, to pass certain information about you to our local authority (LA) and the Department for Education (DfE).

No other people will be allowed to see your personal data unless the law allows them to do so.

We have data protection rules in place to make sure that your data is secure. More information on these rules can be found in our Data Protection policy which can be seen on our website.

### **How long we keep it**

We will keep your data as long as you are at the school. We will pass your records onto your next school as requested. There are some records where there have been serious concerns that we have to keep for longer but all information is deleted in line with the

advice from the Information and Record Management Society (<http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools>).

Sometimes we will ask you to keep work that you have produced, photos for brochures or websites and other such data for longer but we will always ask your permission.

### **What we would also like to do with it**

We allow other people to use your data including:

- Third Party Marking – a firm we use to help guide your learning and assessment
- School Portal – a company we may use to provide you with out of school access to learning
- The local authority and the DfE to oversee their legal duties.

The DfE may also share your personal data that we supply to them, with others. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases your data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to your data, these people must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about how the local authority and/or the DfE use your information, please visit:

- our local authority at <http://www.somerset.gov.uk/organisation/departments/information-governance/>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **What are your rights?**

If you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Mr Ian Govier and you can contact him at **Somerset County Hall**.

If you are not satisfied with our response or believe we are processing your personal data outside the law you can complain to the Information Commissioner's Office (ICO).