

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL



GENERAL DATA PROTECTION REGULATION

INTRODUCTION

Wentworth Church of England Junior and Infant School recognises and complies with, its responsibilities as set out in the new General data protection regulation (GDPR) and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful. The school also acts in accordance with the information and guidance displayed on the Information Commissioner's website.

LEGISLATION

This legislation also links in with the schools:

- Freedom of Information Policy
- ICT Policy
- E-Safety Policy
- Acceptable internet use policy

GDPR MAY 2018

GDPR is Europe's new framework for data protection laws– it replaces the previous 1995 data protection directive, which current **UK** law is based upon, it also brings Data Protection in to the digital era.

PRIVACY NOTICE

The categories of school information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

FAIR AND TRANSPARENT DATA USAGE

The controller shall take appropriate measures to provide any information referred to in [Articles 13](#) and [14](#) and any communication under [Articles 15](#) to [22](#) and [34](#) relating to processing to the data subject in a concise, transparent, intelligible and easily accessible form, using clear and plain language, in particular for any information addressed specifically to a child. ²The information shall be provided in writing, or by other means, including, where appropriate, by electronic means. ³When requested by the

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

data subject, the information may be provided orally, provided that the identity of the data subject is proven by other means.

WHY WE COLLECT AND USE PUPIL INFORMATION

We use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)

HOW WE COLLECT PERSONAL DATA

We collect Pupil information via admission forms and regular data collection sheets, which are updated each term.

Pupil data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

WHO WE SHARE INFORMATION WITH

- Our local authority
- The department for education (DfE)
- White Woods Primary Academy Trust
- Eduspot (School money and text message service)
- Dolce (catering service)
- Live Kitchen (catering service)
- Parentmail (Parent evening booking system)
- DOJO (Teacher/parent communication)

GDPR POLICY

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so, the information we keep is also:

- **Adequate, relevant and not excessive**

The data that is held on an Individual should not be excessive and should always be relevant to the purpose.

- **Accurate and up to date**

All personal data should be kept up to date and accurate.

- **Not kept for longer than is necessary**

Personal data should not be held longer than necessary.

- **Processed in line with the individuals rights**

This principle also covers the right for an Individual to access data that is recorded about them.

- **Secure**

All individuals' data must be stored securely to safeguard against any unauthorised access.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

- **Not transferred to other countries without adequate protection** Individuals data should not be transferred to other countries, not all countries are governed by the Data Protection Act. Companies must comply with The Data Protection Act or could risk being prosecuted.

DEPARTMENT FOR EDUCATION (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

MAIN PROVISIONS

The school is registered with the Information Commissioners Office as a Data Controller and as such must supply certain information to the ICO. Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use, together with any possible disclosures of the information that may be made.

The school will ensure that:

- personal data will be stored safely and securely
- electronic data will be password protected and firewall systems will be used
- admin computers will be positioned so that screens are not visible to people waiting in reception or casual observers in the office
- PCs will be 'locked' when the employee is away from their workstation
- manual data is stored in locked cupboards and only accessed by those who have a legitimate reason for doing so
- Personal data is secure at all times.

The school will issue regular reminders to ensure that data is up to date and accurate. Under data protection legislation, all staff have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your records please contact the school office.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance but for more information you can also contact The Information Commissioner's Office at <https://ico.org.uk/concerns/>

Policy Start date 25/05/2018