



Privacy Notice—General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform parents and pupils of Marton-cum-Grafton CE VA Primary School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

Who are we?

Marton-cum-Grafton CE VA Primary School is a 'Data Controller' as defined in Article 4 (7) of GDPR. This means we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

What information do we collect?

The categories of information which we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including:

- Relevant medical information—please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all staff. We may do this in the form of photo identification in the first aid room to ensure that all staff are aware of the issues should an emergency situation arise.
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

Why do we collect your personal data?

We use information which we collect:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services

Any personal data which we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6 (1)(c), includes:

- Education Act 1944, 1996, 2004
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information), (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interest, includes:

- School trips
- Extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process the additional information we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will process information received from:

- Department for Education (DfE)
- Local Education Authority—North Yorkshire County Council
- Previous Schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- Schools which the pupils attend after leaving us
- Our Local Education Authority—North Yorkshire County Council
- The Department of Education (DfE)
- National Health Service bodies

For more on information sharing with the DfE (including National Pupil Database and Census) please go to:

<https://www.gov.uk/government/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

Marton-cum-Grafton CE VA Primary School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data which we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

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**It is very important that you return this signed Privacy Notice
declaration to school by
Friday 15th June
Thank you**

I, _____, confirm that I
have read the Privacy Notice.

I understand:

- Marton-cum-Grafton CE VA Primary School will process personal data in accordance with GDPR requirements
- How my data is processed and why
- My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so
- My personal data is retained in line with statutory requirements and/or organisational purposes
- My rights in relation to the processing of my personal data, and how I can exercise these rights

Name _____ PLEASE PRINT

Signature _____

Date _____

Name/names of children—PLEASE PRINT
