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**Benwick Primary School**

**Privacy notice for parents/carers**

Under data protection law, individuals have a legal right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This policy notice explains how we collect, store and use personal data about **pupils**.

We, Benwick Primary School, High Street, Benwick PE15 0XA, are the ‘data controller’ for the purposes of data protection law.

Our data protection officers are Mrs North, Mrs Hill and Mrs Spencer. They can be contacted at the school or via email:

head@benwick.cambs.sch.uk

office@benwick.cambs.sch.uk

**The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about a pupils includes, but is not restricted to:

* Contact details, contact preferences, date of birth, identification documents
* Results of internal assessments and externally set test
* Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
* Exclusion information
* Details of medical conditions, including physical and mental health
* Attendance information
* Details of any support received, including care packages, plans and support providers
* Photographs / Video images (unless you have explicitly withdrawn consent)

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

**Why we use this data**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare
* Assess the quality of our services
* Carry out research
* Comply with the law regarding data sharing with the Department of Education

**Our Legal basis for using this data**

We only collect and use pupils’ data when the law allows us to. Most commonly, we process it where:

* We need to comply with legal obligations
* We need to perform an official task in the public interest

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

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interest (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils’ personal data overlap and there may be several grounds which justify our use of this data.

**Collecting this information**

While the majority of information we collect about pupils I mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data**

We keep personal information about pupils while they are attending our school. We also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations (Retention schedule/records management policy sets out how log we keep information about pupils enrolled at this school for any length of time).

**Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with date protection law) we may share personal information about pupil with:

* Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
* The department for Education
* The Pupil’s Family and representatives
* Educators and examining bodies
* Our regulator (Ofsted)
* Suppliers and service providers (Cool Milk, Cambridgeshire Catering Services and Software providers) to enable them to provide the service we have contracted them for supplying
* Financial organisations
* Central and local government
* Our auditors
* Survey and research organisations
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Charities and voluntary organisations
* Police forces, courts and tribunals
* Professional bodies

**National Pupil Data Base**

We are required to provide information about a pupil to the Department of Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Data Base (NPD), which is owned and managed by the Department and provides evidence on school performance o inform research.

This database is held electronically so that it can be easily turned into statistics. The information is securely collected from a range of sources including school, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

**Youth Support services**

Once your child reaches the age of 13, we are legally required to pass on certain information about them to the local authority within the school catchment area, as it has legal responsibility regarding the educational and training of 13-19 year old students.

This information enables it to provide youth support services, post 16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual’s name, address and date of birth to data.protection@cambridgeshire.gov.uk

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will only do so in accordance with data protection law.

**Parents and pupil’s rights regarding personal data**

Individuals have the right to make a ‘**subject access request’** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights to make a subject access request with respect to any personal data the school holds on them.

Parents/carers also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you or your child
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access their child’s educational records. To request access please contact Mr North – headteacher, Mrs Hill or Mrs Spencer.

**Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact on of our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officers**:

* **Jackie North –** **head@benwick.cambs.sch.uk****Karen Hill –** **finance@benwick.cambs.sch.uk** **Susan Spencer – office@benwick.cambs.sch.uk**

**Tel: 01354 677266**

*This notice is based on the* [*Department for Education’s model privacy notice*](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) *for the school workforce, amended to reflect the way we use data in this school.*

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