



General Data Protection Regulation (GDPR) Privacy Notice for Pupils and Parents/Carers

Introduction

All individuals have a right to have their personal information kept confidential, this includes the children who attend Shakespeare Primary School and Nursery. The school is committed to protecting pupils' and families' privacy. These rights are also part of data protection law.

What information do we collect?

We collect personal information about our pupils such as name, contact details, assessment information, attendance information, relevant medication information and personal characteristics, such as ethnic group, language, country of birth and free school meal eligibility. We also collect special educational needs information and CCTV images.

We will not share information about our pupils with anyone without parental consent and unless the law and/or our policies permit us to do so.

Why we collect and use pupil information and data

- To support our pupils' learning.
- To monitor and report on their progress.
- To provide appropriate pastoral care.
- To record school attendance.
- To help keep children safe (food allergies or emergency contact details).
- To make sure that we give equal treatment to all children.
- To meet the statutory duties placed upon us for the Department for Education data collections.

The school receives this data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

Keeping your information private: How we collect and store pupil information

The school receives personal data from parents and carers about their child/children during our registration process. We also collect data about our pupils through daily interaction or communication, such email or written assessment. In some cases personal data will be supplied by third parties, for example another school, or other professionals or authorities working with that pupil.

Data is stored securely and our methods of storage are reviewed and audited. Our laptop computers and other portable IT devices are protected with passwords and encryption. Desktop computers are also protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. School staff do not share passwords or leave equipment or paper records in vulnerable places.

We receive confirmation from other parties who have access to pupil data that they comply with the General Data Protection Regulation.

How long is your data stored for?

Personal data relating to pupils at Shakespeare Primary School and Nursery and their families is stored in line with the school's GDPR and Data Protection Policies. In line with legislation, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected.

Contact

If you would like to discuss any aspects of this privacy notice with us, please contact the School Business Manager via the school office.

The school has appointed a Data Protection Officer (DPO), Mr Ben Cain from Fusion HR. He can be contacted on 01924 827869 or via email, ben@fusionbusiness.org.uk.