



# Bledington Primary School

## PRIVACY POLICY- PUPILS AND PARENTS

<b>Date of Ratification:</b> 16/09/2019		<b>Signed:</b> <b>HEADTEACHER</b>    <b>CHAIR OF GOVERNORS</b>  
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### Safeguarding Statement

At Bledington School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Introduction

Bledington Primary is committed to protecting the privacy and security of your personal information. We take care to protect the privacy of our customers and users of our products that communicate (online or offline) with us, in school events, over the phone, through our mobile applications, website and social media platforms.

We, Bledington Primary School, are the “data controller” for the purposes of data protection law. We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the DPO at:

The DPO Centre Ltd, Suffolk Enterprise Centre, Felaw Maltings, 44 Felaw Street, Ipswich, IP2 8SJ, Tel: 0203 797 1289, email: [advice@dpocentre.com](mailto:advice@dpocentre.com)

We have therefore developed this privacy policy to inform you of the data we collect, what we do with your information, what we do to keep it secure as well as the rights and choices you have over your personal information.

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 which incorporates the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the General Data Protection Regulation which is the governing legislation that regulates data protection across the EEA. This includes any replacement legislation coming into effect from time to time.

## **Why do we collect and use pupil information?**

In law, we collect and use pupil information under the General Data Protection Regulations (GDPR) and UK law, including:

1. Article 6 and Article 9 of the GDPR - processing is necessary for the performance of a task carried out in the public interest.
2. Education Act 1996.
3. Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

## **The information we collect and when**

We only collect information that we know we will genuinely use and in accordance with the Data Protection Legislation. The type of information that we will collect on you and your child you voluntarily provide to us on this form includes:

- Your name
- Address
- Telephone number(s)
- Email address
- Medical history and Medical Conditions
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## **We use pupil data:**

1. to support pupil learning and progression.
2. to monitor and report on pupil progress.
3. to provide appropriate pastoral care and safeguard pupils.
4. to assess the quality of our services.
5. to comply with the law regarding data sharing.

We may, in further dealings with you, extend this information to include services used, records of conversations, agreements and payment transactions.

- You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a parent at this school in an efficient and effective manner.

- The legal basis for processing your data is based on your specific consent or compliance with a legal obligation that we will have stated at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so.

## **How we use your information**

- To contact you, following your enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about;
- Make available our services to you;
- Process your forms;
- Take payment from you or give you a refund;
- To adhere to security measures and services so you can safely access our website and mobile apps;
- Contact you about trips and services from us;
- Help answer your questions and solve any issues you have.
- To provide core school business services
- To run core IT systems
- To support learning through curriculum products, e.g. Discovery Education, Times Table
- Rockstars (a current list of third party organisations is available on request).
- National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, 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 research data.

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

## **We may share your personal data with other organisations in the following circumstances:**

- If the law or a public authority says we must share the personal data;
- If we need to share personal data in order to establish, exercise or defend our legal rights (this includes providing personal data to others for the purposes of preventing fraud and reducing credit risk)
- Educational institutions that pupils attend after leaving us
- The local authority (for admissions, exclusions etc.)
- The Department for Education (DfE)
- The NHS, including CAMHS (for referrals, vaccinations etc)
- The Police and Social Services (where there are safeguarding concerns)

- Exam boards.
- We also share personal data with third party organisations which provide services to us. This data is only shared where it is essential for the service to be provided

## **How we keep you updated on our products and services**

We will send you relevant news in a number of ways including by email, but only if you have previously consented to receive these messages. When you register with Bledington Primary School we will ask if you to provide your email address so that we can send information to you.

## **Your rights over your information**

### **1.1.1 Right to Access Your Personal Information**

You have the right to access the personal information that we hold about you in many circumstances, by making a request. This is sometimes termed 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed.

We would ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If you would like to exercise this right, please contact us as set out below.

### **1.1.2 Right to Correction Your Personal Information**

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it.

If you would like to exercise this right, please contact us as set out below.

### **1.1.3 Right to Stop or Limit Our Processing of Your Data**

You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

### **1.1.4 For more information about your privacy rights**

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here <https://ico.org.uk/for-the-public>.

You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

## **How long we keep your information for**

We retain a record of your personal information in order to provide you with a high quality and consistent service. We will always retain your personal information in accordance with the Data Protection Legislation and never retain your information for longer than is necessary. Unless otherwise required by law, your data will be stored for a period of 2 years after your child has left our school at which point it will be deleted.

## **Giving your reviews and sharing your thoughts**

When using our mobile applications, you may be able to share information through social networks like Facebook and Twitter. For example, when you 'like', 'share' or review our Services. When doing this, your personal information may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.

## **Security**

Data security is of great importance to Bledington Primary School and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Limiting access to our buildings to those that we believe are entitled to be there (by use of passes and key pad access)
- Implementing access controls to our information technology
- We use appropriate procedures and technical security measures (including strict encryption, anonymisation and archiving techniques) to safeguard your information across all our computer systems, networks, websites, mobile apps, offices and stores.
- Never asking you for your passwords;
- Advising you never to enter your account number or password into an email or after following a link from an email.

## **How to contact us**

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by one of the following means:

By email: [admin@bledington.gloucs.sch.uk](mailto:admin@bledington.gloucs.sch.uk)

By post: The School House, Old Burford Road, Bledington OX7 6US

By Tel: 01608 658388