



ST KEYNA PRIMARY SCHOOL
MONMOUTH ROAD, KEYNSHAM, BRISTOL, BS312JP
HEAD TEACHER: STEVE GUMM BA Hons NPQH
DEPUTY HEAD: RICHARD EATON B.Sc Hons
DEPUTY HEAD: MEGAN MORRIS B.Sc Hons NPQH
SCHOOL BUSINESS MANAGER: YVETTE COLLIER

To: All Parents/Carers

PRIVACY NOTICE

Under the new General Data Protection Regulations (GDPR) implemented in May 2018, individuals have a right to be informed about how the 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 inform you where we are processing the personal data. As a result, we have a new Privacy Notice to make it easier for you to find out how we use and protect this information. We won't be changing the way we use this information but the new Notice will provide you with additional details as to how we collect, store and use personal data about pupils.

The personal data we hold:

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

- Contact details, contact preferences, date of birth, identification documents
- Pupil and curricular records
- Characteristics, such as ethnic background, language and eligibility for free school meals
- Special educational needs information
- Exclusion/behavioural information
- Medical and administration (i.e. doctors information, child health, dental health, allergies, medication and dietary needs)
- Attendance information (i.e. number of absences and reasons for absence)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Results of internal assessments and externally set tests
- Photographs

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



TEL: 0117 9863852

FAX: 0117 9864980

EMAIL: stkeyna_pri@bathnes.gov.uk

- Provide appropriate pastoral care
- Protect pupil welfare
- Assess and quality of our services
- Keep children safe (food allergies, or emergency contact details)
- Meet the statutory duties place upon us for DfE data collections

Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it 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 interests (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

Pupil data is essential for the schools' operational use. Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our Confidential Record, Storage and Retention Policy which is available on request.

Who do we share pupil information with?

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, we may share personal information about pupils with:

- The Department for Education
- Our regulator i.e. OFSTED
- School that the pupils attend after leaving us

- Our local authority (including auditors) - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

Where necessary (and compliant with data protection law), we may share personal information about pupils with:

- The pupil's family and representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for (eg sending text messages, school dinner and dietary requirements).
- Financial organisations
- Health authorities, including health and social welfare organisations and health and social welfare organisations
- Security organisations
- Charities and voluntary organisations
- Police forces, courts, tribunals

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to our child's educational record, contact the school.

If you make a subject access request, and if we do hold information about your 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.

National Pupil Database and why we share information

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and assessment. This data sharing underpins school funding and educational attainment policy and monitoring. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research, as well as studies commissioned by the Department.

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 use the data.

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>. You can also contact the Department for Education with any further questions about NPD.

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 our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern on line 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 Officer: Mr Steve Gumm:**

- Email: stkeyna_pri@bathnes.gov.uk
- Tel:: 0117 9863852