

Carlton Primary School

GDPR Privacy Notice



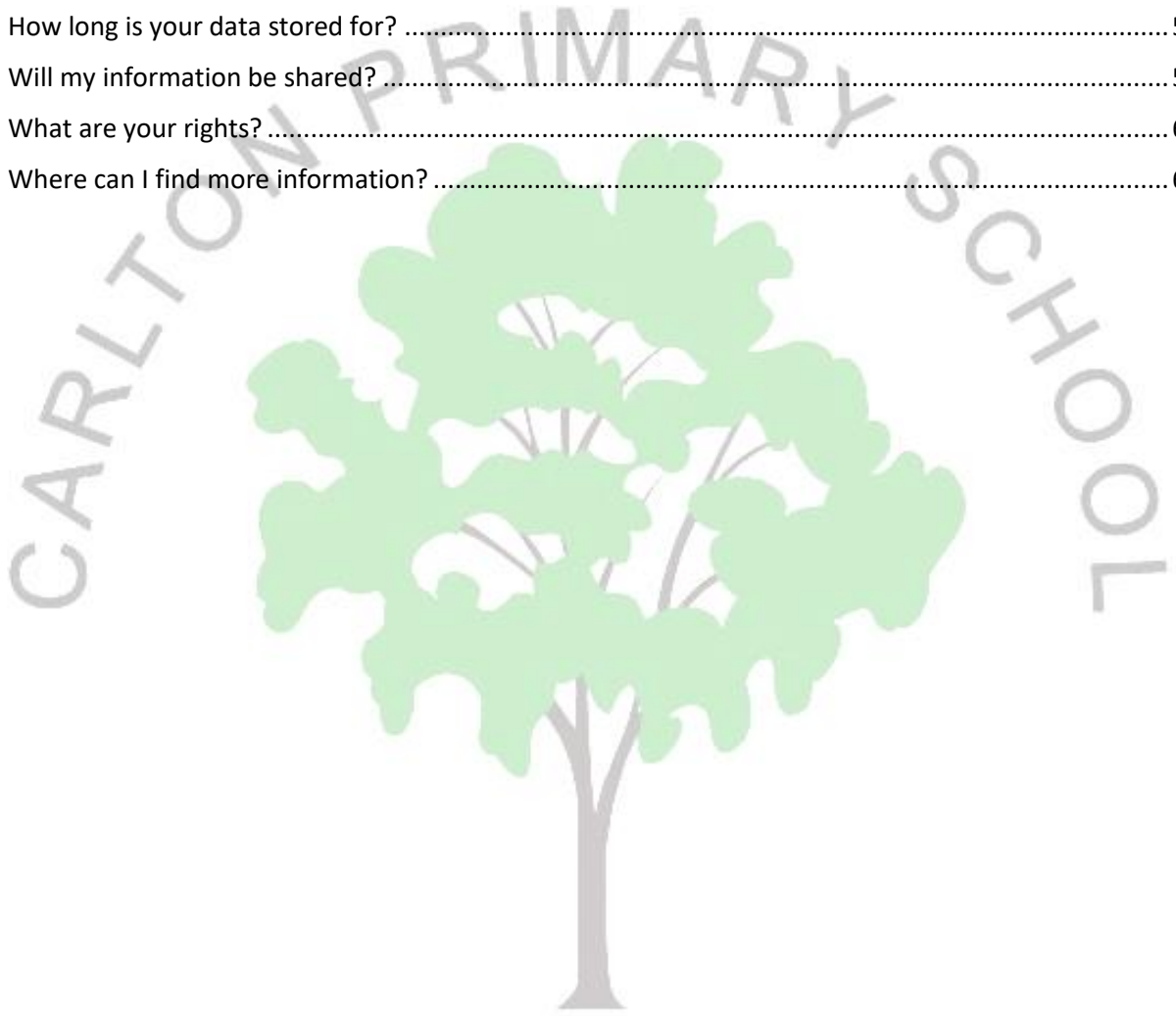
If you believe, you CAN achieve

Adopted/ last reviewed by Governing Body on:	Date / Term / Year 05 / 2018
Next revision	Annual / Bi-annual / Tri-annual / Termly
To be reviewed on:	Date / Term / Year

Signed: _____

Contents

Rights Respecting School	3
Aim	3
Who processes your information?.....	3
Why do we collect and use your information?	4
Which data is collected?	4
How long is your data stored for?	5
Will my information be shared?	5
What are your rights?	6
Where can I find more information?	6



Founded 1883

Rights Respecting School

Carlton Primary School is beginning its journey as a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child. We believe that all children should grow up aware of these rights and respects these rights for themselves and for others. Being a Rights Respecting School will underpin policies throughout the school, and they will be reviewed and adapted throughout the 2017-18 academic year to demonstrate this.

Aim

This Privacy Notice is to let you know how we as an education setting look after personal information about our pupils. This includes the information you provide us as well as information we hold about our pupil's relating to their education. This notice explains the reasons why we hold personal information, how we use this information, who we share it with and how we keep it secure. This notice meets with the requirements of the General Data Protection Regulations (GDPR).

Who processes your information?

Carlton Primary School is the data controller of personal information you provide to us.

This means the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Mary Lerner acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0207 485 1947 or m.lerner@carlton.camden.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Carlton Primary School upholds are imposed on the processor.

Andrew Maughan is the data protection officer. He works for Camden Local Authority. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on Andrew.maughan@camden.gov.uk or 0207 974 5656.

Why do we collect and use your information?

Carlton Primary School holds the legal right to collect and use personal data relating to pupil and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

1. Article 6 and Article 9 of the GDPR
2. Education Act 1996
3. Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
4. In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:
5. To support pupil learning
6. To monitor and report on pupil progress
7. To provide appropriate pastoral care
8. To assess the quality of our service
9. To comply with the law regarding data sharing
10. To safeguard our pupils.

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

1. Personal information – e.g. names, pupils numbers, addresses and dates of birth
2. Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
3. Attendance information – e.g. number of absence reasons
4. Assessment information – e.g. national curriculum assessment results/inschool assessments
5. Relevant medical information (surgery, allergies, medication, dietary information)
6. Information relating to SEND
7. Behavioural information – e.g. number of temporary exclusions
8. Contact information – parental and other contact names and telephone numbers for use in case of emergencies
9. Safeguarding information – court orders, professional indictment and contact with non-resident parents
10. History of previous schools/nurseries attended
11. The school has a CCTV programme

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required,

the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Carlton Primary School and their families is stored in line with the schools GDPR Data Protection Policy.

In accordance with the GDPR, the school does not stored personal data indefinitely; data is only stored for as long as necessary to complete the task it was originally collected. Carlton School adheres to its Schedule of Records Retention and Disposal Policy. Recordings from the CCTV programme are kept for 12 days.

Will my information be shared?

The school is required to share pupil's data with the DfE on a statutory basis.

The National Pupil Database (NPDD) is managed by the DfE and contains information about pupils in school in England. Carlton Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD National Pupil Database.

The DfE may share information about our pupils from the National Pupil Database with third parties who promote the education or wellbeing of children in England by:

1. Conducting research or analysis.
2. Producing statistics.
3. Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the National Pupil Database is maintained.

Carlton Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

4. Pupils destinations upon leaving the school
5. The Local Authority (Camden)
6. The NHS – National Health Service
7. The DfE – Department for Education.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to;

1. Be informed about how Carlton primary School uses your personal data.
2. Request access to the personal data that Carlton Primary School holds.
3. Request that your personal data is amended if it is inaccurate or incomplete.
4. Request that your personal data is erased where there is no compelling reason for its continued processing.
5. Request that the processing of your data is restricted.
6. Object to your personal data being processed.

Where the processing of your personal data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Carlton Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 21113, Monday-Friday 9am-5pm.

Where can I find more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.carlton.camden.sch.uk to download our GDPR Data Protection Policy.



Founded 1883