



Shebbear Community Primary School **Privacy Notice for parents/carers and families**

What is personal data under the General Data Protection Regulations?

Personal data is information that says something about you, or your child, as an individual. This would include names, contact details and other personal information such as information you may give us about medical conditions, as well as data we might generate such as educational information and photographs.

Shebbear Community School will act as a "data controller", as well as a "data processor", for all personal data. As such, we will ensure that the data you give us is processed in line with our organisation's Data Protection Policies and in line with your rights under the Data Protection Act 2017 and the EU General Data Protection Regulations.

In addition to the information you give us, we might also receive details from other parties such as previous schools, the Local Authority and the Department for education.

Without your consent we will not process any information about you which we do not need, or have a legal duty to do so.

Why do we need your information?

The purpose of processing personal data is to provide the best education we can to your child, as well as to meet all of our legal obligations.

We need to use personal data to:

- Support Learning
- Ensure that we keep our students safe
- Monitor and report on progress
- Provide appropriate pastoral care
- Provide services
- Assess the quality of the education we provide
- Contact families in emergencies and to keep them appropriately informed

The legal basis for using most personal data is under various acts of Parliament including the Education Act 2011, Children's Act 2004 and Equality Act 2010.

For certain categories of data, e.g. photographs and medical information, we rely on your consent. This means you will be asked to give specific consent for some data on the annual consent form. This consent is given, or not, entirely voluntarily and can be withdrawn at any time by contacting the school office.

How long will we keep your data?

In line with our GDPR policy, which can be found on the school website or by request to the school office, we will only retain your information for as long as is necessary, or for as long as the law requires it. For most data the information will therefore be deleted, or transferred, when your child leaves our school.

How do we keep data secure and who might we share your information with?

In some instances, for example where there is concern about a child's safety, we have a legal obligation to share data with other people or organisations, for example the Department for Education. In most cases however we would seek your consent before sharing information with others, for example the school nurse.

All personal data will be stored securely, whether stored electronically or in hard copy, and only shared with those who have a need to access it for the reasons described above.

Exercising your rights

Under the Data Protection Act 2017 and the EU General Data Protection Regulations you have the following rights;

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data
- The right to request a copy of the information you provide us in machine readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact the Data Protection Officer, whose contact details can be found on the school website or via the school office.

Your right to complain:

In the event that you wish to complain about the way that your personal data has been handled, you should write to the Data Protection Officer (details on school website) and clearly outline your case. Your complaint will then be investigated. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: casework@ico.org.uk

