

St Mary's Primary School

Privacy Notice for Pupils and Parents



Introduction

At St Mary's Primary School, we are committed to protecting the privacy and security of pupils' personal information.

This privacy notice explains:

- What personal information we collect
- Why we collect and use this information
- Who we share information with
- How long we keep information
- Your rights regarding personal information

St Mary's Primary School is the data controller for the personal information we process.

Contact Details

School Contact:

St Mary's Primary School

Silkham Road

Oxted

Surrey

RH8 ONP

Telephone

01883 712817

Email: info@stmarysprimary.org

Data Protection Officer (DPO):

Mark Tunnell

Email: dpo@stmarysprimary.org

Telephone: 01234 567890

What Information We Collect

We may collect and process information about pupils including:

- Name
- Date of birth
- Gender
- Home address
- Parent and carer contact details
- Emergency contact information

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- Attendance records
- Assessment and attainment information
- Behaviour records
- Exclusion and suspension information
- SEND information
- Medical and dietary information
- Safeguarding information
- Photographs and videos used for educational and promotional purposes
- Free school meal eligibility
- Information relating to school trips and activities

Why We Collect and Use This Information

We use pupil information to:

- Support teaching and learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Safeguard and promote pupil welfare
- Assess the quality of our services
- Administer admissions and attendance
- Manage special educational needs provision
- Communicate with parents and carers
- Comply with our legal obligations
- Allocate and monitor funding received by the school

Schools are required to process certain information to fulfil their statutory duties and functions.

Our Lawful Basis for Using Personal Information

Under UK GDPR, we process personal information under one or more of the following lawful bases:

- Legal obligation
- Public task
- Vital interests
- Consent (where required)

Where we rely on consent, this can be withdrawn at any time.

Who We Share Information With

We may share information with:

- The Local Authority
- The
- Other schools attended by the pupil
- NHS professionals and school nursing services
- Educational psychologists and specialist support services
- Social care services
- School transport providers
- Approved software and educational platform providers
- Ofsted where required
- Other agencies where required by law or safeguarding duties

Information is only shared where there is a lawful basis for doing so.

Data Collection Requirements

The school is required by law to share certain pupil information with the for statistical and research purposes and to meet statutory responsibilities. Information may be stored in the National Pupil Database (NPD). The provides further information about how pupil information is used and shared.

How We Store and Retain Information

Pupil records are held securely and retained in accordance with our Records Retention Schedule and legal requirements. When records are no longer required, they are securely destroyed.

Further information about retention periods is available on request.

Photographs and Video Images

The school may use photographs and videos for:

- Learning activities
- School displays
- Newsletters
- School website
- Social media accounts

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Where consent is required, parents and carers will be asked to provide it separately and may withdraw consent at any time.

Your Data Protection Rights

Under UK GDPR, parents and pupils have rights which may include:

- The right to access personal information
- The right to request correction of inaccurate information
- The right to request restriction of processing in certain circumstances
- The right to object to processing in certain circumstances
- The right to lodge a complaint

Certain rights may be limited where the school is processing information to meet legal obligations.

Making a Subject Access Request

You have the right to request a copy of the personal information we hold about you or your child.

Requests should be made in writing to:

Data Protection Officer

Mark Tunnell (SBM)

Email: dpo@stmarysprimary.org

Concerns and Complaints

If you have concerns about how we use personal information, please contact the school or the Data Protection Officer in the first instance.

You also have the right to complain to the <Information Commissioner's Office (ICO)>, the UK's data protection regulator.

ICO Contact Details

Website: www.ico.org.uk

Helpline: 0303 123 1113