

Saighton Church of England Primary School and Pre-School

DATA PRIVACY NOTICE

'Nurturing Children in a Christian Environment to Achieve Excellence'



Date of Review: March 2021

Date of next review: Spring 2022

Signed..... Head Teacher

Signed..... Chair of Governors

1. Your personal data – what is it?

Personal data relates to a living individual (called the Data Subject) who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). Pupils, parents, guardians, School employees and volunteers and Governors are Data Subjects. Since our pupils are all under 13 years, those with parental responsibility stand in for them in providing their personal data and, where it is needed, giving consent for its use.

2. Who controls my personal data and who should I contact about it?

Saighton Primary School (called the Data Controller) is responsible for the personal data you submit to it. You are entitled to be informed about how and why the School uses your personal data, which is the purpose of this Data Privacy Notice. Your other data rights are summarised below.

Our Data Protection Officer is operated by Cheshire West and Chester, 01244 972245, email dpo@cheshirewestandchester.gov.uk

The Chair of Governors, Mrs Sarah Dean, (contactable through the School Office) oversees Data Protection matters on behalf of the Governing Body and is the first contact for receiving and responding to any complaints relating to Data Protection.

3. For what purposes does the School use your personal data?

We use personal data to enable us to:

- Provide education, training, pastoral care and educational support services
- Monitor and report on pupil progress
- Administer School property
- Maintain School accounts and records, and undertake School administration
- Keep you informed of School-related news, events and activities
- Carry our fundraising in relation to School activities and charities
- Manage, monitor and support School employees
- Comply with legal obligations, including those relating to data sharing

The types of information we hold and process include:

- Personal details (such as name, address, pupil parental or guardian details, employee NI number)
- Pupil family circumstances
- Pupil educational, assessment and attendance details
- Pupil behaviour, discipline and exclusion information
- Special educational needs information
- Employee qualifications, employment-related and performance details
- Visual images

We also hold and process some sensitive information ('special category data'), including:

- Medical information and health
- Race and ethnic origin
- Religious belief
- Sexual orientation
- Employee trade union membership
- Offences and alleged offences

4. What is the legal basis for processing your personal data?

When we process personal data, at least one of the following GDPR categories will apply:

- Consent: the individual has given clear consent for the School to process personal data for a specific purpose.
- Legal obligation: the processing is necessary for the School to comply with the law (not including contractual obligations).
- Public task: the processing is necessary for the School to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

When we process special category data, at least one of the following GDPR conditions will apply:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the School or of the data subject in the field of employment and social security and social protection law.
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- Processing is necessary for the establishment, exercise or defence of legal claims.

5. Who will my personal data be shared with?

We treat your personal data as confidential and will only share it with others where this is necessary legally or in order to pursue the purposes for which we hold it. For these restricted reasons, those we share information with include:

- Employees and Governors
- Government Departments and agencies, including Ofsted
- Cheshire West and Chester Council, associated agencies and other local authorities
- NHS bodies and associated agencies
- Courts, Police and associated agencies
- Pupil family and representatives
- Other schools to which a pupil has or will have a connection
- Other employees to which an employee has had or may have a connection

6. How long do we keep your personal data?

We keep your personal data securely and only for as long as is necessary. We retain each type of data only for the period specified in the School's Data Retention Policy. This can be seen at the School Office.

7. Your rights with respect to your personal data

Unless subject to an exemption under the GDPR, your rights with respect to your personal data (by contacting the School's Data Protection Officer) include:

- To request a copy of your personal data which the School holds.
- To request that the School corrects any personal data if it is found to be inaccurate or out of date.
- To request that your personal data is erased where it is no longer necessary for the School to retain such data.
- To withdraw at any time consent you have given to process your data.

8. Queries and complaints

Queries about personal data should be made to the School Office.

Complaints about the School's use of your personal data should be made in the first instance to the School Office.

You can contact or complain to the Information Commissioner's Office as follows:

- Phone: 08456 30 60 60 or 01625 54 57 45
- E-mail: www.ico.org.uk
- Post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.