

Dear Parent/Carer

As you may be aware the GDPR (General Data Protection Regulations) will come into effect on the 25th May 2018. As a result of this, all schools have been advised to inform parents and carers about the rules governing data held on students. The attached privacy notice sets out how Renishaw Primary School operates within the legal requirements and legitimate interests set out in the GDPR (General Data Protection Regulations) and UK law.

Parents must ensure that all Consent Forms are completed at the start of each academic year as this ensures the school has an accurate record of which parental consents are given for their child. This form explains the reasons why and how Renishaw Primary School may use images and videos of your child. Please read the form thoroughly and indicate your agreement as appropriate. If you wish to update your consent form with new permissions, this can be found on the school website, Parent Section > Data Protection Page. Otherwise, new Permission Forms will be sent out at the beginning of the new academic year for parents to complete.

The Data Protection Policy can be accessed via the school website.

If you have any queries regarding any of the information contained in this letter please contact me directly. I thank you for your co-operation.

Yours sincerely

Simon Fuller  
Headteacher

## **Renishaw Primary School – Privacy Notice**

Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our students' learning
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services
- Protect public monies against fraud

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

### **How we collect pupil information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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 data.**

To ensure that your son or daughter's information is kept safe, we have the following controls /limitations in place.

- a) the information will not be used for any purpose other than those stated in this notice

- b) the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- c) the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- d) the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed.
- e) The information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on the 25th May 2018.

If a child moves school at any point, eg. Mid-year transfers between primary schools or when moving to secondary school, data is transferred via CTF.

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

Our school's Record Retention Policy can be found on the school website.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting:

[headteacher@renishaw.derbyshire.sch.uk](mailto:headteacher@renishaw.derbyshire.sch.uk)

### **Requesting Your Childs' Personal Data**

Under data protection legislation, 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 be given access to your child's educational record, contact Mr Simon Fuller (Administrator) [headteacher@renishaw.derbyshire.sch.uk](mailto:headteacher@renishaw.derbyshire.sch.uk) 01246 432366 / Miss Fiona Marsh (Data Protection Officer) [headteacher@marshlane.derbyshire.sch.uk](mailto:headteacher@marshlane.derbyshire.sch.uk) 01246 432701

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will also take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>  
If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

For Derbyshire County Council:  
Information Governance Officer  
Children's Services Department, Derbyshire County Council  
Room 361  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)  
Telephone: 01629 532011

For DfE

Public Communications Unit,  
Department of Education,  
Sanctuary Buildings,  
Great Smith Street,  
London. SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk>  
Telephone: 0370 000 2288



Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact:

Simon Fuller, Headteacher

If however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
Fax: 01625 524 510  
Website: <https://ico.org.uk/>

\*The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.

Simon Fuller

Headteacher  
Renishaw Primary School

