



Privacy Notice

Introduction

Butterwick Pinchbeck's Endowed Church of England Primary School collects and uses personal information about students under Article 6 (public task) and Article 9 (public interests) of the General Data Protection Regulation (GDPR).

We collect data to:

- support pupils' learning
- provide pastoral care
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing
- to comply with the law regarding data sharing

We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational needs
- Exclusion/ behaviour information
- Details of any medical conditions
- Free school meals eligibility
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so.



Collecting pupil data

Most of the pupil information you provide us is mandatory, that is, we are allowed by law to collect it. Some information will be provided to us voluntarily. We will tell you whether you are required to provide certain information or if you have a choice in this.

Storing pupil data

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. Pupil files are retained for the time that the child remains at our school. They will then be transferred to the next educational setting (e.g secondary school).

We are required by law to store all files containing information on child protection until the date of the pupil's 25th birthday. After that we shred the file.

Sharing information

Our school is a 'data controller' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), which comes into force on May 25, 2018. A data controller is an organisation that is responsible for the use made of someone's personal information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

We are required, by law, to pass some information about our students to the Department for Education (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. We also share information with other agencies prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Education and Skills Funding Agency (ESFA), the Department of Health (DH), Primary Care Trusts (PCT), and valid organisations that require access to data in the Learner Registration System. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

For more information about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

A pupil's right to access data about himself or herself

Pupils have certain rights under the Data Protection Act and the GDPR, including a right to be given access to personal data held about them by any data controller. It is presumed that, by the age of 12, children have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to



make a request on a child's behalf if the child is younger. A parent may make a request for a child aged 12 and over with the express, written permission of the child.

Additional rights

You and/or your child 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;
- claim compensation for damages caused by a breach of the Data Protection regulations.

Contact details

If you would like more information on the purposes for which data are collected and the agencies to which we are required to pass on data

Or

If you would like to receive a copy of the information about your son/daughter that we hold

Or

If you have a concern about the way we are collecting or using your or your child's personal data then please contact: Butterwick Primary School by e-mailing enquiries@butterwick.lincs.sch.uk or calling 01205 760256 and asking to speak to the Data Protection Officer.

If you feel we have not addressed any concerns you may have, you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>