

GENERAL DATA PROTECTION REGULATION (GDPR)

Dear Parents/Carers,

Since the 25th May 2018, the way we store and process all the data we hold for your child has changed. This is due to The **General Data Protection Regulation (GDPR)** which is an EU legislation and was adopted by the UK on 14 April 2016. The GDPR aims primarily to give control to citizens and residents over their personal data.

We have already made many changes in the background to how we store and share data. However, we require two pieces of consent from parents/carers which are explained below:

Privacy Notices

As part of GDPR, we need to make you aware of what data we collect. Attached is a document called a Privacy Notice which outlines the data we collect and hold. To acknowledge receipt of the Privacy Notice, please complete part 1 of the Parent/Carer consent declaration form.

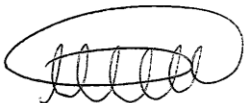
Consent for photographic images

At West Thornton Primary School, we believe it is important to showcase pupil's work and successes. This can be through photographs and video on display within the school building, in the classrooms, in printed publications, on our school website or school blogs. Pupil's names will not be used to identify them; however, if there is no photo, we may use their first name only.

To ensure we are meeting the new GDPR requirements, we need to re-seek your consent to take and use photos of your child. Please complete and sign part 2 of the Parent/Carer Consent form.

If you would like any further information, please do not hesitate to contact the school on office@westthornton.croydon.sch.uk with your query.

Yours sincerely,



Mrs M. Theophilou
School Business Manager

Why do we collect and use pupil information:

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

West Thornton Primary School keep information about you on computer systems and also sometimes on paper. We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Croydon Council) and their commissioned providers of local authority services
- the Department for Education (DfE)

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

PRIVACY NOTICE
HOW WE USE PUPIL INFORMATION

For more information about the department's data sharing process please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your 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 the school office. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern 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/>

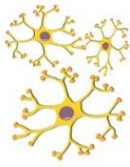
Contact:

Our Data Protection Officer is:

Rob Carpenter
CEO Inspire Partnership
Sandbach Place
London
SE18 7EX

To contact DfE: <https://www.gov.uk/contact-dfe>

If you would like to discuss anything in this privacy notice, please contact, the Principal Mr R. Hall in the first instance at the school.



**West
Thornton**
Primary School

PRIVACY NOTICE

HOW WE USE PUPIL INFORMATION

PRIVACY NOTICE
HOW WE USE PUPIL INFORMATION

Privacy Notice declaration – PART 1

I, _____ (parent / carer name), declare that I understand:

- West Thornton Primary Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- West Thornton Primary Academy may share my data with the DfE, and subsequently the LA
- West Thornton Primary Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so
- West Thornton Primary Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school’s GDPR Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Consent for photographic images – PART 2

(tick relevant boxes)

| I GIVE CONSENT FOR IMAGES OF MY CHILD TO BE TAKEN / USED FOR: | YES | NO |
|---|-----|--------------|
| photos and/or video of my child to be used as part of their learning activities (limited access) | | |
| photos and/or video of my child to be used in internal displays around the Academy (limited access) | | |
| photos and/or video of my child to be used on the school website, school blogs, the school twitter account, banners and in the newspaper (general public access) | | |
| photos of my child to be used in the school prospectus (general public access) | | |
| the London Borough of Croydon to take photos and/or video of my child. I acknowledge that the copyright of these belong to the photographer and / or LBC and they may use them in any Council promotion including technology (general public access) | | |
| School Photograph Individual (personal access) | | |
| School Photograph Class Group (accessed by other parents / carers) | | |
| Emails | | |
| Text messages | | |
| PUPIL’S NAME: | | |
| PARENT / CARER SIGNATURE: | | DATE: |