




Privacy Notice for Pupil and Parents/Carers

Version: December 2022

Reviewed-and agreed by the Business Management Committee of the Governing Body	
Signed 	Dated 7/5/24
Chair of the Governing Body/Chair of the Business Management Committee	

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Privacy Notice for Pupils and Parents/Carers at Twyford C of E School

Twyford C of E School is committed to protecting the privacy and security of your personal information.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store and use pupil and parent/carers data, what we do with it and what rights pupils and parents/carers have.

We are a primary, local authority maintained school and the Data Controller for the purposes of data protection law.

We have appointed Nicola Cook of DPO Solutions for Schools as our data protection officer and they can be contacted at:

Email: nicola@schoolsdpo.com, Phone numbers 01296 658502 /07846 627213.

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- A. Used lawfully, fairly, and in a transparent way
- B. Collected only for the valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- C. Relevant to the purposes we have told you about and limited only to those purposes
- D. Accurate and kept up to date
- E. Kept only as long as necessary for the purposes we have told you about
- F. Kept securely

The type of information held by us

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (such as name, unique pupil number, gender, title, date of birth, address and contact details, ethnicity, language, pupil premium and professional involvement)
- 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/Key Stage 2, Multiplication and Phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs

How we collect the information and why we have it

We collect personal information about pupils and parents/carers before they join the school and

update it during their time on roll as and when new information is acquired. It is used to:

- to support pupil learning and progress
- to run the school safely and effectively and protect the welfare of everyone in school
- to meet our legal obligations, such as data sharing

Most of the personal information we process is provided to us directly by pupils and parents/carers, but we also receive personal information when pupils join the school from:

- other schools and nursery settings
- from the Local Authority

Under the General Data Protection Regulation (GDPR), the lawful basis on which we rely for this processing are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting the Headteacher.
- We have a contractual obligation
- We need to perform a public task
- We have a vital interest
- We have a legitimate interest

Some personal information requires extra protection as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data, criminal convictions.

If we are processing special category data, our lawful basis for this will also include one of the following:

- We have explicit consent
- To meet our obligations as a controller or those of data subjects
- To meet our public interest task of keeping pupils safe

How we will use information about you

We use the information you have given us 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
- Protect the welfare of pupils and other in the school
- Run the school safely and effectively
- Promote the school, including taking photographic images
- Communicate with parents/carers

We may share this information with:

- Schools that pupils attend after leaving us
- Our Local Authority, Buckinghamshire Council
- The Department for Education (DfE) (Statutory data collections)
- School governors
- Companies providing services to the school, for example, catering, photography, communication services

From time to time, we may also share pupil information with other third parties including the

following:

- The Police and law enforcement agencies
- NHS health professionals, including the school nurse
- Educational psychologists
- Education Welfare Officers
- Courts, if ordered to do so
- PREVENT teams in accordance with the PREVENT duty on schools

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

How we store your information

A significant amount of data is stored electronically, for example, on our Management Information System (MIS) database and curriculum network. Some information may also be stored in hard copy format in lockable filing cabinets.

We follow strict guidelines on the retention and storage of data. All pupil and parent/carer data is stored safely and disposed of securely at the end of the designated retention period, in accordance with the [Information and Records Management Society's toolkit for schools](#)

Your data protection rights

Under data protection law pupils and parents/carers have the right to request access to information about them that we hold (a Subject Access Request).

To make a request for your personal information or to be given access to your child's educational record, please contact the school office or our Data Protection Officer (see contact details at the start of this Privacy Notice). Where a child does not have the maturity to make their own request for personal data, parents may do so on their behalf in a primary school setting.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, harm of distress
- Prevent processing for the purpose of direct marketing
- Object to decision being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- A right to seek redress either through the ICO or through the courts

Under GDPR you are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Parents of pupils who attend a maintained school have a separate statutory right to assess their child's educational record. Upon receipt of a written request for a pupil's educational record, the school will respond to it within 15 school days. This is an independent legal right of parents which falls outside of GDPR.

How you can help us

As the school has limited staff resources outside of term time, we encourage parents to submit requests for information during term time and to avoid sending a request during periods when the school is closed, or is about to close for the holidays, where possible. This will assist us in responding

to your request as promptly as possible.

For further information on how we handle subject access requests, please see our Data Protection Policy.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Judith Bloomfield
Head Teacher
Twyford C of E School
Twyford
Buckingham
MK18 4EU

01296 730305

office@twyford.bucks.sch.uk

Any Concerns

If you have a concern about the way we are collecting or using your, or your child's personal data, you should raise your concern us in the first instance. You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 0303 123 1113