

MICHAELCHURCH ESCLEY PRIMARY SCHOOL

Privacy Notice

Pupils, Parents & Carers

This privacy notice sets out how and why we collect and process personal information relating to current and former pupils and the parents / carers of current and former pupils.

The Data Protection Officer

The School's Data Protection Officer is Ms Samantha Smith who can be contacted by E-mail: igschools@herefordshire.gov.uk; Tel: 01432 260282; Post: Information Governance, Herefordshire Council, Plough Lane, HR4 0LE

Information held about you

In order to provide efficient and effective services it is necessary for us to collect and process personal information about you. This information will include:-

- personal identifiers and contacts - such as name, unique pupil number, DOB, contact details (including parent / carer contact details) and photographs
- characteristics information– such as ethnicity, language, free school meal eligibility , pupil premium information, safeguarding information – such as court orders and professional involvement
- special educational needs information – including needs and ranking
- medical and administration information – such as doctors information, health, dental health, allergies, medication and dietary requirements
- attendance information – such as sessions attended, number of absences, reasons for absences and previous schools attended
- behavioural information – such as exclusions, relevant alternative provision put in place
- assessment and attainment information – such as national curriculum assessment results
- information relating to communications with you – such as details of home visits, meetings, telephone calls, parental consent
- CCTV Images
- ANY OTHER CATEGORIES OF PERSONAL DATA COLLECTED...

This list is not exhaustive [to access the current list of categories of information we process please see ...website link to data asset register].

Why we collect this data and how will we use the information we hold about you

We will collect information about you to:-

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well we are doing
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections
- ANY OTHER REASONS FOR PROCESSING DATA COLLECTED

This information is essential for the school's operational use. While the majority of information you provide to us is mandatory some of it is requested on a voluntary basis. In compliance with data protection legislation we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

What is the legal basis for us to process your data?

There is a wide ranging framework of legislation that governs the school's actions to educate and safeguard the wellbeing of its pupils.

The majority of information collected and processed is done so under this legal framework or to carry out a task in the public interest.

Relevant health and medical information is collected and processed in order to protect the vital interests of our pupils.

Other information may be collected and processed with your consent, which you can withdraw at any time.

Who is processing my data?

All personal data is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Michaelchurch Escley Primary School.

Michaelchurch Escley Primary School contracts with a number of carefully vetted companies who process data on behalf of the school, these include:

- Capita SIMS – used to manage pupil data
- Tapestry
- EduTech – Supplier used to manage online pupil data backups
- Herefordshire Council Early Years Portal – used to manage early year applications
- Herefordshire Council Revenues & Benefits – used to manage free school meal applications

Who we will share your information with

We do not share information about pupils, parents or carers with anyone without consent unless the law and our policies allow us to do so. Under the legal framework we routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education
- the school nurse
- the NHS
- the Police
- ANY OTHER ROUTINE ORGANISATIONS INFORMATION IS SHARED WITH

With your consent, your information may also be shared with:

- Facebook – used to promote and celebrate events pupils take part in
- Twitter – used to promote and celebrate events pupils take part in
- The Local Press – used to promote and celebrate events pupils take part in
- Michaelchurch Escley Primary website and newsletters – used to promote and celebrate events pupils take part in

We will not normally share your information without your consent; however there may be certain circumstances where we would share without consent such as where we are required to do so by law; for monitoring and funding purposes; safeguarding, and in risk of harm or emergency situations. Any information shared will be with appropriate individuals on a need to know basis. Only the minimum information required will be shared.

How do we store and how long do we keep your information?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept no longer than the maximum number of years required by law as outlined in the [Records Management Toolkit for Schools \(information and records management society www.irms.org.uk\)](#). OR the school's records retention policy. All information will be held securely and destroyed under confidential conditions at the appropriate time.

Your rights

You have a number of rights under data protection law, including the right to request a copy of your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to:

[The School Administrator](#), Michaelchurch Escely Primary School, Michaelchurch Escley, Herefordshire, HR2 0PT.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update our records.

How we treat information when you visit our website

Our Website uses cookies. By using our Website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy (see point 2 for further information about cookies and how we use them).

For the purposes of the Data Protection Act 1998 ("the Act"), the data controller is Michaelchurch Escley Primary School, Michaelchurch Escley, Herefordshire HR2 0PT.

(1) What information do we collect?

We may collect, store and use the following kinds of personal information about individuals who visit and use the Website information about your computer and about your visits to and use of this Website including your computer's IP address, geographical location, browser type, referral source, length of visit, number of page views and navigation around our Website. However, such information is collected anonymously and NOT linked to information that identifies you as an individual. We use Google Analytics to track this information. Find out how Google uses your data here.

(2) Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests to display a page from the server. This enables the web server to identify and track the web browser. Such information is collected anonymously and NOT linked to information that identifies you as an individual.

The Website uses both "session" cookies and "persistent" cookies. We use session cookies to keep track of you whilst you navigate the Website. We use persistent cookies to enable our Website to recognise

you when you visit and login to view secure content. This website uses Google Analytics and Google maps, also use cookies. Find out how Google collects and processes your data here. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date. Except for essential cookies, all cookies will expire after 30 days. Browsers will generally by default accept cookies, but most will allow you to change the browser settings to reject some or all cookies. If you choose not to receive the Website cookies, your experience with our Website may well not be as quick or responsive as if you do receive cookies, and some parts of the Website may not work at all.

Further information

If you have any questions or concerns about how your information is used, please contact **The School Administrator** in the first instance.

Alternatively you can contact Ms Samantha Smith, the Data Protection Officer.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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