

Limehurst Primary School



Privacy Notice (How we use Pupil 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' to individuals where we are processing their personal data. This

privacy notice explains how we collect, store and use personal data about pupils.

We, Limehurst Primary School, Whitebank Road, Oldham, OL8 3JQ, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Diane Wright.

The categories of pupil information that we collect, hold and share include

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

Why we collect and use this information

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare



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- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Communicate with parents/carers 2
- Report to Ofsted, Department for Education and Local Authority
- Aid pupil identification
- Create displays around school and on website
- Monitor and administer site security and pupil/visitor safety

The lawful basis on which we use this information:

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we are required to obtain consent to use pupils' personal data, this consent can be withdrawn at any time. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

Pupil data is essential for the schools' operational use. 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 data

We hold pupil information while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We adhere to the guidance in Information and Records Management Society's toolkit for schools which sets out how long we keep information about pupils.



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Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse Team
- National Health Service
- Social Services
- Ofsted

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.

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.

Data collection requirements:

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

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 Data protection Officer, Mrs Diane Wright, in the first instance.

You also have the right to:

- to ask us for access to information about you that we hold
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- 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

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- 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by completing the data amendment request form, that can be found on the school website.

Contact

If you would like to discuss anything in this privacy notice, please contact the schools Data Protection Officer, Mrs Diane Wright, Diane.wright@limehurst.oldham.sch.uk.