



Knowledge • Virtue • Aspiration

Upper junior School for Girls
GENERAL DATA PROTECTION REGULATION (GDPR)
Privacy Notice For Pupils

WHO PROCESSES YOUR INFORMATION?

Greenfields Upper Junior School for Girls is the Data Controller for the personal information you provide to the school. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Greenfields Upper Junior School for Girls uphold are imposed on the processor.

DATA PROTECTION OFFICER (DPO)?

Mr Saadat Rasool (Chair of Directors) is the **Data Protection Officer (DPO)** for Greenfields Upper Junior School for Girls and acts as a representative for the school with regards to its data controller responsibilities. Mr Rasool will oversee/monitor the school's data protection procedures and to ensure they are compliant with the GDPR.

The DPO can be contacted on s.rasool@greenfieldsprimary.school

WHY DO WE COLLECT AND USE YOUR INFORMATION?

Greenfields Upper Junior School for Girls holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, the Local Authority (LA) and/or the Department for Education (DfE).

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Working together to Safeguard Children 2015
- Keeping Children Safe in Education 2016
- Safeguarding Vulnerable Groups Act 2006

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To safeguard the children
- To assess the quality of our service
- To comply with the law regarding data sharing

WHICH DATA IS COLLECTED?

The categories of pupil information that the school collects, holds and shares includes the following:

- Personal information - e.g. names and addresses
- Characteristics - e.g. spoken languages, nationality
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Education Needs and Disability (SEND)
- Behavioural information - e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

HOW LONG IS YOUR DATA STORED FOR?

Greenfields Upper Junior School for Girls will only store personal data relating to pupils and their families in line with the school's General Data Protection Regulation (GDPR) Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

WILL MY INFORMATION BE SHARED?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Greenfields Upper Junior School for Girls is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored on the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. Greenfields Upper Junior School for Girls will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils' information with:

- Pupils' destination schools
- The Local Authority
- The NHS
- The Department for Education (DfE)

The following are essential operational systems for school to function:

- The Local Authority (LA)
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS
- First Aid
- Agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate
- External agencies, ie MASH, (Multi Agency Safeguarding Hub), CASS (Children's Advice Support Services), Social Workers, Educational Psychologist (EP)
- Oxford University Press - Read Write Inc Literacy School Portal
- Oxford Owl INSPIRE Maths
- Pearson Education - ActiveLearn
- Teacher2Parents - SMS service for messaging parents
- Google Suite for Education

The information that we share with these parties but not always may include some or all of the following depending on the requirement:

- Children's names
- Date of birth
- Year group
- Address of Children
- Names and addresses of Parents / Carers

WHAT ARE YOUR RIGHTS?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Greenfields Upper Junior School for Girls uses your personal data
- Request access to the personal data that Greenfields Upper Junior School for Girls hold

- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed (in some circumstances)

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Greenfields Upper Junior School for Girls and/or the Department for Education (DfE) is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

For more information please visit www.greenfieldsprimary.school to download our '**General Data Protection Regulation (GDPR) Policy - 2018**'.