



GDPR Privacy Notice

Who processes your information?

Monkshouse Primary School is the data controller of the personal information you provide to us. 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. Pat Smith acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01775 722006 or pat.smith@monkshouse.lincs.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, where the school outsources data to a third party processor, the same data protection standards that Monkshouse Primary School upholds are imposed on the processor.

Joe Lee is the data protection officer for the school. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via the school on 01775 722006 or admin@monkshouse.lincs.sch.uk

Why we collect and use this information

Monkshouse Primary School 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, LA and/or the 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
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 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 assess the quality of our service
 - To comply with the law regarding data sharing
 - To safeguard pupils

The 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)
- Assessment information
- Relevant medical information,
- Special educational needs information

- Behavioural information e.g. number of exclusions

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.

How long is your data stored for?

The school's GDPR Data Protection Policy indicates the length of time personal data relating to pupils at Monkshouse Primary School and their families is stored.

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. Monkshouse Primary School 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 in the NPD. The DfE may share information about our pupils from the NDP 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 NDP is maintained.

It find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Monkshouse Primary School 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' destinations upon leaving the school
- The LA (Lincolnshire County Council) and their commissioned providers of local authority services
- The NHS
- The Department for Education (DfE)

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 Monkshouse Primary School uses your personal data.
- Request access to the personal data that Monkshouse Primary School holds. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher via email using sue.goodsell@monkshouse.lincs.sch.uk

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

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

“Requests during school holidays may take longer than 25 days to process as the school is not in session. The school will endeavour to complete this request as soon as possible after the school reopens, but within the 25 day time period.”

If you have a concern about the way Monkshouse Primary School and/or the 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.

Where can you find out more information?

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/data-collection-and-censuses-for-schools>.

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>

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