



**MORDIFORD C of E
PRIMARY SCHOOL**

Treasure each individual

NURTURE

INSPIRE

FLOURISH

Privacy Notice Pupils, Parents & Carers

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Introduction

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;

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
- choices made - including school meal arrangements, trips, activities, extracurricular activities, wrap around care
- financial information – for example to check eligibility for free school meals



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 the Department for Education (DfE) data collections
- to underpin school funding
- to inform short term education policy monitoring, school accountability and interventions (for example SAT results, or Pupil Progress measures)
- to support longer term research and monitoring of educational policy

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.

Information may also be obtained from other sources including the local authority and other educational settings previously attended.

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 in the performance of a public task to ensure the efficient management of the school and the health and wellbeing of our students.

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 Mordiford CE Primary School.

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

Scholarpack – used to manage pupil data

Parent Pay – used to manage pupil finances

EduTech – Supplier used to manage online pupil data backups

Wonde – Supplier for FSM Vouchers

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

All information shared with the above parties is done so securely.

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

- Facebook & Instagram – used to promote and celebrate events pupils take part in.
- Mordiford CE 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 / agencies on a need to know basis. Only the minimum information required will be shared.



Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

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> Information about the National Pupil Database can be found at <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.
- social care legislation.

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 school's retention schedule which is based on Records Management Toolkit for Academies <https://irms.org.uk/page/AcademiesToolkit>). All information will be held securely and destroyed under confidential conditions at the appropriate time.

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 to request access to your child's information, please contact Mrs Sue Warmington at Mordiford CE Primary School on:

01432 870258 or swarmington@mordiford.hereford.sch.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete



- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver 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.

Further information

If you have any questions or concerns about how your information is used, please contact Mrs Sue Warmington 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/>

