



**THE LATIMER PRIMARY SCHOOL**

*Developing Responsibility; Caring about Achievement*

# PRIVACY NOTICE

## YOUR DATA MATTERS

Date approved by Governing Body of Latimer Primary School: *Draft Policy Waiting for approval by governing body.*

Proposed review date and recommended frequency of review: TBC

Signed by Chair:

Other related policies: *all teaching & learning policies*

## PRIVACY NOTICE YOUR DATA MATTERS

### 1 INTRODUCTION

---



At Latimer Primary School we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending Latimer Primary School you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to Latimer Primary School.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- DfE Department for Education
- GDPR General Data Protection Regulation
- UK United Kingdom
- NPD National Pupil Database
- LA Local Authority
- NHS National Health Service

### 2 WHAT WE NEED

---



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.

The categories of pupil information that the school collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses Parents and Carers Information
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

### 3 WHY WE NEED IT

---



Latimer 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
- To contact parents/carers with updates, news about the school

### 4 WHAT WE DO WITH IT

---



We do not share information about our pupils/parents with anyone without consent unless the law and our policies allow us to do so.

The school is required to share pupils' data with the DfE on a statutory basis. NPD is managed by the DfE and contains information about pupils in schools in England. Latimer 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 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. Latimer 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:

- Educational Portals (Administration and Educational purposes)
- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE

- Schools that the pupils attend after leaving us
- Other schools in our group
- Professional advisers and consultants
- Suppliers and service providers
- Our regulator, Ofsted (the organisation that supervises us).
- Other agencies that support your child's wellbeing

## 5 HOW LONG DO WE KEEP IT?

---



Personal data relating to pupils at Latimer Primary School and their families is stored in line with the school's GDPR Data Protection 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 and in line with our retention statement.

## 6 WHAT ARE YOUR RIGHTS?

---



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:

School Address

You also have the right to:

- Be informed about how Latimer Primary School uses your personal data.
- 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. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the GDPR

## 7 CONTACT DETAILS AND USEFUL WEBSITES

---

If you have a concern about the way Latimer Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

Schools Data Protection Officer  
 Manjit Heer  
 350 Loughborough Road  
 Leicester  
 Le4 5PJ  
 TEL: 0845 519 1772  
 EMAIL: [info@dpoforschools.co.uk](mailto:info@dpoforschools.co.uk)

You may also contact the ICO.  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

[www.ico.org.uk](http://www.ico.org.uk)

In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

[www.gov.uk](http://www.gov.uk)

In the search box type at the top of the page type:

- GDPR
- National Pupil database
- How we use your data
- Data protection: how we share pupil and workforce data
- Data collection and censuses for schools
- Contact DfE

[www.leicestershire.gov.uk](http://www.leicestershire.gov.uk)

In the search box type at the top of the page type:

- GDPR
- Schools
- Education

## 8 WHERE CAN YOU FIND OUT MORE INFORMATION?

---



If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.latimerprimary.org.uk](http://www.latimerprimary.org.uk) to download our GDPR Data Protection Policy or request a copy from the school.