

Privacy Notice for Parents and Carers

Under data protection law, parents and carers have a right to be informed about how the school uses any personal data that we hold about them.

We are complying with this right by providing you with a privacy notice.

The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests (SATs)
- 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
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To protect pupil welfare
- To administer admissions waiting lists
- To comply with the law regarding data sharing



How we store information:

We keep personal information about pupils 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 are bound by the Information and Records Management Society's toolkit for schools which provides our retention guidelines.

How we share data:

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with :

- Plymouth local authority
- The Department of Education
- The pupils family
- Educators and examining bodies
- Ofsted
- Central and local government
- Our auditors
- Health authorities
- Security organisations
- Health and welfare organisations
- Professional advisors and consultants
- Police Forces, courts and tribunals
- Professional bodies

National Pupil Database:

We are required to provide information about pupils to the Department of Education as part of statutory data collections such as the school census and early years census. Some of this information is then stored in the National Pupil Database, which is owned and managed by the Department and provides evidence on school performance to inform research.

Parents Rights:

You have a right to make a **Subject Access Request** to gain access to personal information that the school holds about your child. If you make a request, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision making is being applied to this data and any consequence of this
- Give you a copy of the information in an intelligible form

You also have the right for your personal information to be transmitted electronically to another organization in certain circumstances. If you would like to make a request please contact our data protection officer.

Parents and carers also have a legal right to access their child`s educational record. To request access, please contact our Data Protection Controller.

Complaints:

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer, Mrs. Jean Bell in the school office at Compton C of E Primary.

Alternatively, you can make a complaint to the Information Commissioners Office (0303 123 1113)

Compton C of E Primary School, Higher Compton Road, Plymouth, PL3 5JB are the “data controller” for purposes of data protection law.

Our data protection officer is Mrs Jean Bell (01752 771539)