


St Ann's Junior and Infant School

GDPR PRIVACY NOTICE FOR FAMILIES

What's this about?

 A new law called GDPR (General Data Protection Regulation) is being introduced that keeps you and your children's information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with your personal data.

We collect some information about our parents and pupils. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data controller: This is the school – we are in charge of the information we collect.

Data processor: This person who processes (Uses) the information for the data controller.

Data protection officer (DPO): This person makes sure we do everything the law says. The name of the school's DPO is published on the St Ann's website

Personal data: This means any information that can be used to identify someone, such as your address and date of birth.

Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the school has to share your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support the learning & life of the children within our school
- To monitor and report on pupil progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing

What information do we collect?

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

Your Childs Personal Information

Name and address
Date of Birth
Gender
Year Group
Dietary Requirements

Number of brothers/sisters
Who your child lives live
Normal journey to school
School Dinner Information
Previous Address/School
Language
Details of other agencies
Medical Information & Doctors Information
Ethnicity
Start Date at School

Parents/Carers Personal Information

Name and address
Date of Birth
Emergency Contact Number & Place of work
NI Number
E Mail Address

We will also gather and store other information about your child's progress at school which we will store safely within school....

Attendance information

We will record how many times your child missed school and why they couldn't come to school.

Assessment information

We collect results of tests or assessments sat in school.

Medical information

We keep information about any times your children have been ill and any special conditions they have that we need to know about to keep them safe.

Special educational needs

We collect information that helps us teach your children better, such as any special educational needs they may have.

Behavioural information

We record any behaviour issues in school in order to support your children's learning.

Photography

Using photographs of your children counts as processing their personal data. Before we take or use any photographs we will ask you as a parent/carer to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example.



How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it

for. We have a policy that tells us by law how long we need to store the information for. When we no longer need it we will delete the information or discard of it securely.

Will your information be shared?

We won't share your child's information with anyone else without your permission, unless the law says we can or should. We may share information with:

- The Local Authority
- The NHS
- Company's we use to help us provide our service to you E.g.The school photography company/sports providers/catering provider.

The information that we share with them includes:

- Your Name
- Your date Of Birth
- Any information about around your health and wellbeing/medical conditions.

Sometimes we have to share your child's information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Pupils on roll at the school
- Attendance figures
- Performance data

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils. The database is very safe and your child's information won't get lost or given to anyone who shouldn't have it.

You can find out more online on the Department Of Education website.

What are your rights?

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to The Business Manager at the school, who will be able to help you and answer any questions that you have.



Would you like to know more?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website.

www.st-anns.rotherham.sch.uk

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.