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| **SCHOOL PRIVACY & CONSENT NOTICE**  **Clive CofE Primary School and Nursery** | | | | | | | **PART 1** |
| This privacy notice and consent applies to pupil, parent and staff data held by this school in relation to data held for: | | | | | | | |
| **PARENTS/CARER**  parents data | | *tick* | **PARENTS/CARER**  pupil data (for under 13 year old pupils ) | | | | *tick* |
| **PUPIL** pupil data (over 13s only old pupils) | |  | **STAFF**  staff data | | | |  |
| **WHY IS THIS NOTICE BEING SENT?** | The General Data Protection Regulations (GDPR) replaces the Data Protection Act 1998 on 25th May 2018. The school is now required to tell all data subjects about the data that is collected about them. This form may also be used to collect certain data. schools must tell parents, pupils and staff: | | | | | | |
|  | * what data is being collected * what purpose data is used for * whom the data is shared with * the lawful basis for holding your data | | | | * how long we will keep your data * your individual rights under GDPR | | |
| **PURPOSE FOR HOLDING DATA** | please see **Part 2** for a full list of **data the school holds/collects/shares** | | | | | | |
| **WHAT ARE YOU REQUIRED TO DO?** | * please read this **school privacy & consent notice** carefully * in all cases you will be asked to sign **BOX A** to confirm that you have received this information. * If your consent is required then **you must** also sign **BOX B** to demonstrate your consent to certain data being held or used. * all signed copies of **Part 1** should be returned to the school administrator as soon as possible . You should keep the remainder of this notice. | | | | | | |
| **YOUR CHOICES** | * You have the right to see the information that we have about you and to get any mistakes corrected. See section **requesting access to your personal data** | | | | | | |
| **BOX A** | **I the undersigned have received this school privacy and consent notice template.** | | | | | | |
| **PRINT NAME** | **…………………………...** | | | **SIGNATURE** | | **…………………………………..** | |
| **ON BEHALF OF PUPIL’S NAME**  **(IF UNDER 13)** | **……………………………** | | | **DATE** | | **…………………………………….** | |
| **BOX B** | **I the undersigned give permission to the collection and processing of my personal information to the third parties listed in this document.** | | | | | | |
| **PRINT NAME** | **…………………………...** | | | **SIGNATURE** | | **…………………………………..** | |
| **ON BEHALF OF PUPIL’S NAME**  **(IF UNDER 13)** | **……………………………** | | | **DATE** | | **…………………………………….** | |
| **COPY FOR YOU TO KEEP** | | | | | | | |

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|  | | | | | | | |
| **PRINT NAME** | **…………………………...** | | | **SIGNATURE** | | **…………………………………..** | |
| **ON BEHALF OF PUPIL’S NAME**  **(IF UNDER 13)** | **……………………………** | | | **DATE** | | **…………………………………….** | |
| **COPY TO BE RETURNED TO SCHOOL** | | | | | | | |

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| **DATA THE SCHOOL HOLDS/ COLLECTS /SHARES** | | **PART 2** | |
| **CATEGORY OF DATA:** |  | |
| Personal Information (name, unique pupil number and address)   * characteristics (such as ethnicity, language, nationality, country of birth, free school eligibility, mode of travel to school and if children are previously ‘looked after’ or parents in the armed forces); * national curriculum assessment results; * attendance information (such as sessions attended, number of absences and absence reasons); * exclusion / behavioural information; * special educational needs. * any relevant medical information. * Details of parents/carers including name, address and contact details. | | | |
| **PURPOSE FOR HOLDING DATA:** | | | |
| * to support pupil learning * to monitor and report on pupil progress * to provide appropriate pastoral care * to assess the quality of our services * to comply with the law regarding data sharing * to safeguard pupils * to comply with the law regarding monitoring and reporting on any accidents/incidents to pupils arising out of or in connection with any school activity | | | |
| **LAWFUL BASIS ON WHICH THIS DATA IS USED:** | | | |
| We collect and use personal information in order to meet our legal obligations set out in GDPR and UK law, including those in relation to the following:  • Article 6 and Article 9 of the GDPR  • Education Act 1996  • The Education (Information About Individual Pupils) (England) Regulations 2013.  *To find out more about the data collection requirements placed on us by the Department for Education go to* [*https://www.gov.uk/education/data-collection-and-cenuses-forschools*](https://www.gov.uk/education/data-collection-and-cenuses-forschools) | | | |
| **WHO THIS DATA IS SHARED WITH:** | | | |
| We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with:   * Shropshire Council; * the Department for Education. This statutory data sharing underpins school funding and educational attainment policy and monitoring; (further information is available via <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>). * Executive Government Agencies of the DfE include;   + the Standards and Testing Agency (STA);   + Ofsted;   + Education and Skills Funding Agency;   + Organisations that require access to data in the Learner Record Service;   + The National Pupil Database (managed by the DfE). Robust processes are in place to ensure confidentiality of data is maintained (further information is available via <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.) * the Department of Health; Local Trusts include   + Shropshire Community Health NHS Trust;   + South Staffordshire and Shropshire Healthcare NHS Foundation Trust;   + Shrewsbury and Telford Hospital NHS Trust * Schools that the pupil’s attend after leaving us or attended before joining us * Health & Safety Executive (HSE) * Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies * Other external providers including Woodlands Outreach, School Spider, sQuid, Tapestry, itrack, Cool Milk and other external providers; e.g. educational psychologists and sports partnerships/providers.   A parent / guardian can request that only their child’s name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16. | | | |
| **PERIOD DATA STORED** | | | |
| *We hold pupil data until your child reaches the age of 21 years*  Data collected and stored concerning accidents/incidents arising out of or in connection with any school activity is kept until the pupil is aged 21 as the pupil affected by the incident has the legal right to make a claim relating to that incident 3 years after their 18th birthday. | | | |
| **DO WE NEED YOUR CONSENT Y/N** | | | |
| If ‘ NO’ then please sign BOX A only and return second copy of Part 1  If YES then please sign BOX A and BOX B and return second copy of Part 1 | | | |

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| **REQUESTING ACCESS TO YOUR PERSONAL DATA** | PART 3 |
| Under GDPR parents/carers, pupils and staff have the right to request access to information about them that the school holds.This is called a **Subject Access Request .**To make a request for your personal information, or be given access to your child educational record please contact the School Administrator. | |
| **YOU ALSO HAVE THE RIGHTS TO:** | |
| * enable correction to data for accuracy. * request the deletion or removal of personal data where there is no compelling reason for its continued processing. * object to processing of personal data that is likely to cause, or is causing damage or distress * to obtain and reuse your personal data for your own purposes across different services * prevent processing for the purpose of direct marketing * object to decisions being taken by automated means * in certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed; and * claim compensation for damages caused by breach of the Data Protection Regulations | |
| If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. alternatively, you can contact the commissioners officer at <https://ico.org.uk/make-a-complaint/> | |
| **If you would like to discuss anything in this privacy and consent notice, please contact the School Administrator** | |