

## Privacy Notice: How we use your personal information For Staff, Parents & Pupils

### About Us

Alford Primary School is known as the "Controller" of the personal data that we collect about you. We process and hold your information in order to provide public services. This notice will explain how we use and share your information.

### Why and what personal information do we collect?

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit you by:

- Improving the management of school workforce data;
- Enabling a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the Senior Leadership in the School.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

In specific relation to data held about pupils, we collect information from parents and may receive information about pupils from previous schools. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Assess how well our school is doing;
- Information will be shared with the Local Authority in order to arrange funding for the placements of Pupils/Children.

This information includes pupil's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We also process special categories of personal data that may include:

- physical or mental health needs;
- racial or ethnic origin;
- criminal convictions data;
- civil and criminal proceedings, outcomes and sentences;
- religious or other beliefs of a similar nature.

## How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

### Face to Face

If parents attend our offices, we may collect personal data.

### Telephone calls

We will inform parents if we record or monitor any telephone calls you make to us.

### Emails

If parents email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum. We recommend that where available you use our secure online services.

### Using our website

From time to time we may use web forms on our website to gather feedback in the form of parent questionnaires. Wherever possible we will avoid gathering unnecessary additional personal data and use anonymised results. If we ever require any identifiable information, we will then seek your permission.

### CCTV

We have installed CCTV systems in some of our premises used by members of the public, for the purposes of public, staff safety and crime prevention and detection. In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary.

## Who do we get your personal information from?

This information is collected or provided to us in a number of ways:

- directly by parents when completing our data forms;

- by members of the public, sometimes anonymously.
- professional organisations involved in the provision of services or to allow the research and intelligence necessary to School performing its statutory functions.

Professional organisations may include other public sector bodies such as health, police services and schools. We may also receive information from government bodies and regulators such as the Department of Work and Pensions and Her Majesty's Revenue and Customs.

## Who do we share your information with?

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the School.

We will only share your information where it is necessary to do so. We will not share your information without your consent unless the law requires or allows us to do so.

Where necessary we may share your information with sharing partners, commissioned services or suppliers such as the following categories of recipients:

- Healthcare, social and welfare organisations and professionals
- Service providers such as Evolve+ for Trip management, Integris for data management, Parent Hub for communications, Parent Pay for online payments, Tapestry for online learning journals
- Local and Central Government
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- Courts and Tribunals

## How long do we keep your information for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the School's retention or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the Records Management Toolkit, which can be found online: <http://irms.org.uk/page/filelibrary>.

## How do we keep your data safe?

We are actively engaged in complying with the new GDPR standards. All data is kept in accordance with our Information Security Policy which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft. Governors ensure through their regular monitoring that adherence to the policies is in place.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with policies designed to keep your information secure.

Further information regarding these policies can be found on our website.

Your personal data is not processed outside of the EU by Alford Primary School.

## Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy by writing us:

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

## Further Information

If you wish to make a request or make a complaint about how we have handled your personal data, please contact:

The Data Protection Officer at [DPO@alford.lincs.sch.uk](mailto:DPO@alford.lincs.sch.uk).

Alternatively, you can contact the School by writing to:

Alford Primary School, Hanby Lane, Alford, Lincs, LN13 9BJ

Or

Telephone: 01507 463 414

Email: [primaryschool@alford.lincs.sch.uk](mailto:primaryschool@alford.lincs.sch.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)