



## **Privacy Policy**

### ***Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings***

#### **A Staffordshire County Council Policy adopted by Christ Church CE (c) Primary School**

#### **Policy Statement:**

Christ Church CE (c) Primary School is a data controller for the purposes of the Data Protection. During your child's time with us, we will use information about your child for a variety of purposes. This will include data that we obtain from you directly and data about your child which we obtain from other people and organisations. We may need to continue to hold your child's personal data for a period of time after they have left the school.

This document sets out what personal data we will hold about your child, why we process this data and who we share this information with.

#### **Information we hold:**

We will collect, hold, share and otherwise use the following information about your child:

- Name
- Telephone and email contact details
- Date of Birth
- Address
- Assessment information
- Details of previous/future schools
- Unique pupil number
- Behaviour information
- Language(s)
- Nationality
- Country of birth
- Eligibility for free school meals
- Photographs
- Attendance information

For some children we also hold information about:

- Racial or ethnic origin
- Religious beliefs
- Special educational needs and disability information
- Medical / health information
- Dietary requirements
- Safeguarding information

We obtain this information through a variety of sources such as:

- The children
- Parents/carers
- Teachers and staff at school
- Outside agencies e.g. doctors



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#### **Why do we use this information?**

We use this information for a variety of reasons, including:

- Ensuring that your child receives a good education
- To fully support your child's individual needs including additional needs
- To ensure everyone is treated fairly and equally
- To ensure that everyone is safe at school
- To deal with emergencies involving your child
- To celebrate your child's achievements
- To provide reports and additional information to your parents/carers

#### **Photographs or videos:**

We ask you to fill out a separate form allowing permission for your child to be in photographs and videos.

#### **How long will we hold information in relation to our pupils?**

We will hold information relating to your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information. If your child were to change school, we will pass your information to your new school.

#### **Who will we share pupil information with?**

We may share information about your child with:

- Other schools or educational institutions they may attend
- The Local Authority, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/ or ESFA] as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

#### **Keeping this information safe:**

It is very important that only people who need to use your child's information can see it. The school keeps your child's information safe by following our Data Protection Policy and procedures.

#### **Your rights in relation to your child's information:**

Parents/carers with parental rights and responsibilities can ask to see the information we hold about your child. If you wish to do this, please contact Mrs Tracey Brian on 01543 227210

If you are concerned about how we are using your child's personal data then you can either speak with Mrs Brian our school Business Manager, or if necessary you can contact the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.



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#### **Legal Requirements:**

We are required by law to pass some information about your child to our Local Authority (LA) and the Department for Education.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[www.staffordshire.gov.uk/education/yourdata/](http://www.staffordshire.gov.uk/education/yourdata/)

[www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/](http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/)

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

Information Governance Unit  
Law and Governance Directorate  
Staffordshire County Council  
1A Bailey Street  
Staffordshire  
ST17 4BG

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288