

Langham Primary School

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Healthy Schools

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Privacy Notice

Data Protection Act 1998

Langham Primary School is committed to protecting your privacy. Langham Primary School is the Data Controller for the purposes of the Data Protection Act.

The Privacy Notice below explains how we use information about you and the ways in which we protect your privacy.

You will also find this Privacy Notice on our website where you can follow the links to the areas where we may collect your data; a service specific privacy notice will provide further information regarding who we may share your information with and why.

What is Personal Data?

Personal data means data which relates to a living individual who can be identified from that data, or from that data and other information which is in the possession of, or is likely to come into the possession of Langham Primary School.

What Level of Personal Data is used?

Where necessary Langham Primary processes personal data to deliver our services effectively; where possible, the data that we process will be anonymised or pseudonymised. We collect information from you, and may receive information about you from your previous school.

Why we use personal information?

We hold this personal data and use it to:

- Record statutory information such as admission registers and attendance records
- support teaching and learning
- monitor and report on pupil progress
- provide appropriate pastoral care and implementing safeguarding mechanisms
- assess how well the school is doing.
- facilitate information sharing e.g. texts, emails, school meal orders and payments

This information includes your contact details, national curriculum assessment results, **attendance information (for pupils of statutory school age) and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

** Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils:
a) in Nursery schools; b) aged under 4 years in Maintained schools.

Statutory requirement and data sharing

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

How can you access the information we hold about you?

We would normally expect to share what we record about you with you whenever we assess your child's needs or provide you with services.

However, you also have the right to ask for all the information we have about you and your services. When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your record which contain:

- Confidential information about other people; or
- Information a care professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- If we think that a crime may be prevented or found out by disclosing information to you.

This applies to paper and electronic records. If you ask us, we will also let others see your records (except if one of the points above applies). If you cannot ask for your records in writing, we will make sure there are other ways you can apply. If you want to see a copy of the information we hold and share about you then please contact the school office.

How can you request correction of inaccurate information?

You should let us know if you disagree with something written on your file. You may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

How do we keep information secure?

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

- Encryption
- Access controls on systems
- Security training for all staff

A copy of our e-Safety and Data Security Policy can be found on the school website or alternatively, please speak to a member of staff in the school office who will provide you with a paper copy.

How long do we keep your personal information?

Please see our retention schedule which explains the retention period for all information held by the school.

You have the right to request that Langham Primary stop processing your personal data in relation to any service. However, if this request is approved, this may cause delays or prevent us delivering a

service to you. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

Who will we share your personal information with?

We use a number of commercial companies and partners to either store personal information or to manage it on our behalf. Where we have these arrangements there is always a contract, memorandum of understanding or information sharing protocol in place to ensure that the organisation complies with data protection law. Arrangements involving sensitive personal data will have been formally assessed in more detail for their compliance with the law.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some of your information to the Local Authority (LA), the Department for Education (DfE) and some other agencies.

Sometimes we have a legal duty to give information about people. This is often because we must give that information to courts, including:

- when a child is taken into care;
- court orders; and
- cases under mental health law.

We may also share your personal information when we feel there is a good reason that is more important than protecting your confidentiality. This does not happen often, but we may share your information:

- to protect a child;
- if there are serious risks to pupils, our staff or to other professionals;
- For the detection and prevention of crime/fraudulent activity;

The law does not allow us to share your information without your permission, unless there is proof that someone is at risk.

This risk must be identified as being serious before we can go against your right to confidentiality. When we are worried about your or your child's physical safety or we feel that we need to take action to protect you or your child from being harmed in other ways, we will discuss this with you and, if possible, get your permission to tell others about your situation.

We may still share your information if we believe the risk to others is serious enough to do so.

There may also be rare occasions when the risk to others is so great that we need to share the information straight away. If this is the case, we will make sure that we record the information we share and our reasons for doing so.

We will let you know what we have done and why as soon as or if we think it is safe to do so. Wherever possible we will only use anonymised, pseudonymised or de-personalised information.

When using personal data for research purposes, the data will be anonymised to avoid the identification of an individual, unless consent has been given for the use of the personal data.

We do not sell personal information to any other organisation for the purposes of direct marketing.

Where can I get advice?

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk.

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- <http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

If you are unable to access this website, paper copies of this information can be obtained from the school.