

## GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used.

### Who Will Own My Data Once I Submit It?

BYLEY PRIMARY SCHOOL

### Who processes your information?

Byley Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Martin Waters (CWAC) is the school's data protection officer. This role is to oversee and monitor the school's data protection procedures, and to ensure that we are compliant with the GDPR.

The data protection officer can be contacted via [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

The data protection lead in school is Mrs Evans. This role is to implement GDPR procedures within school and liaise with the DPO. The data protection lead can be contacted on 01606 832519 or [dpo@byley.cheshire.sch.uk](mailto:dpo@byley.cheshire.sch.uk) All initial enquiries should be directed to the school's data protection lead.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Byley Primary School upholds are imposed on the processor.

### Why Do You Need My Information?

Byley Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We use the pupil 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

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information

### **What Allows You To Use My Information?**

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

### **Who Will My Information Be Shared With?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- health and social care
- health – school nursing team

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

### **How Long Will You Keep This Data For And Why?**

Personal data relating to pupils at Byley Primary School and their families is stored in line with the school's Retention Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, please refer to our Rights of Access Policy on our website or contact Mrs Evans at the school

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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.

### **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- Mrs C Evans – School's Data Protection Lead
- [dpo@byey.cheshire.sch.uk](mailto:dpo@byey.cheshire.sch.uk)
- 01606 832519

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer

Cheshire West and Chester Council,  
HQ, 58 Nicholas Street,  
Chester,  
CH1 2NP

- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

**Will This Information Be Used To Take Automated Decisions About Me?**

No

**Will My Data Be Transferred Abroad and Why?**

No