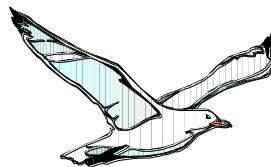


Lincolnshire County Council

Sutton-on-Sea CP School
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LN12 2HU



Headteacher: D.Pearson

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GDPR Privacy Notice

Who processes your information?

Sutton on Sea Community Primary School is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We have a Data Protection Officer (DPO) who acts as a representative for the school with regard to its data controller responsibilities; the DPO can be contacted on 01507 441319 or admin@sutton.lincs.sch.uk. The role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

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 Sutton on Sea Community Primary School upholds are imposed on the processor.

Why do we collect and use your information?

Sutton on Sea Community 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, Local Authority (LA) and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support teaching and learning
- To monitor and report on pupil progress
- To enable effective communication between school and parents

- To safeguard pupils
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To arrange funding with the LA
- To enable a comprehensive picture of the workforce and how it is deployed.
- To allow better financial modelling and planning including recruitment and retention
- To enable ethnicity and disability monitoring

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to Sutton on Sea Community Primary School is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Sutton on Sea Community Primary School and their families is stored in line with our GDPR Data Protection 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.

How do we collect your personal data?

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

Face to face

Telephone calls

Ordinarily we will inform you if we record or monitor any telephone calls you make to us. Recording may be used in evidence of the call and for our staff training and quality purposes.

Emails

If you 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.

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. 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 other 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.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Sutton on Sea Community Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Sutton on Sea Community Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, i.e. Secondary Schools
- The LA (via 'Integris', our Pupil Information Management System)
- The NHS
- The DfE (via 'Integris', our Pupil Information Management System)
- Educational Welfare Officer
- Local Police (if required to do so)

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Sutton on Sea Community Primary School uses your personal data.
- Request access to the personal data that Sutton on Sea Community Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.

- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Sutton on Sea Community Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.sutton.lincs.sch.uk and download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

-
- Sutton on Sea Community Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Sutton on Sea Community Primary School may share my data with the DfE, and subsequently the LA.
- Sutton on Sea Community Primary School will not share my data with any other third parties without my consent, unless the law requires the school to do so.
- Sutton on Sea Community Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Parent's Name: _____

Name of Child: _____

Signature: _____

Date: _____