

GDPR PRIVACY NOTICE

Childeric Primary School, Childeric Road, London, SE14 6DG

020 8692 3453

Who processes your information?

Communitas Education Trust T/A Childeric 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. Natalie Taylor, PA to the Leadership Team, acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on:

Email: admin@childeric.lewisham.sch.uk

Telephone: 020 8692 3453

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 Communitas Education Trust T/A Childeric Primary School upholds are imposed on the processor.

Craig Stilwell is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted:

Data Protection Officer: Craig Stilwell at Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 020 3326 9174

Why do we collect and use your information?

Communitas Education Trust T/A Childeric 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 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

The categories of pupil & family 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 to monitor & report on pupil progress
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information
- To provide pastoral care (including therapists where applicable)
- To safeguard children
- To support pupil learning
- to comply with the law regarding data sharing
- To provide information to NHS Track & Trace for COVID-19 related cases only

Why we collect and use this information

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
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Personal information - e.g. names, pupil numbers and addresses
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Information relating to SEND
- Behavioural information - e.g. number of temporary exclusions
- To provide information to NHS Track & Trace for COVID-19 related cases only

The lawful basis on which we use this information

We collect and use pupil information under Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for as long as the child attends the school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority, London Borough of Southwark (for Southwark schools) & Lewisham (for Lewisham schools)
- the Department for Education (DfE)
- other schools via electronic transfer & paper based records
- federations or Multi Academy Trusts (MATs)
- school nurse, NHS
- professional therapists

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, please email admin@childeric.lewisham.sch.uk.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern directly with us at school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Ann Butcher (Head Teacher) on 020 8692 3453

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.childericprimary.co.uk to read our GDPR Data Protection Policy.