



Glenfield Primary School

Stamford Street, Glenfield, Leicester, LE3 8DL
Telephone: 0116 287 2188 Fax: 0116 287 4705
E-mail: office@glenfield.leics.sch.uk
Website: <http://www.glenfield.leics.sch.uk>



Headteacher: Mrs. Kathy Martin
Deputy Headteacher Miss Sukhi Kaur

Dear Parents/Carers

At Glenfield Primary School we are progressing towards compliance with the new General Data Protection Regulations (GDPR) due to be implemented on 25th May 2018.

Like many schools, we have been awaiting guidance to be issued by the Independent Commissioners Office (ICO) and EU's Article 29 Working Party. We recognise that we can't wait until all guidance has been released to implement our GDPR program, so have been pragmatic, progressing with our plan. We continue to review guidance as it becomes available and will adjust our implementation as appropriate.

We know that complete GDPR compliance can only be achieved through a collaborative and transparent approach and we also want to ensure that this is comprehensive and complete. To help and promote compliance we have appointed a Data Protection Officer.

In recent weeks, we have been working on the following:

- Identification of a Data Controller;
- Data mapping and Data Asset Register;
- Embedding data privacy into all our processes;
- Information security risk;
- Third party risk and our data partners;
- Reviewing our procedure in handling Data Subject Access Requests (SARs);
- Reviewing Data Privacy Breach procedures;
- Ongoing monitoring of systems and procedures.

Our GDPR Commitment is as follows:

- To keep you informed as to how your data is being used;
- To keep your data secure and confidential;
- Not to pass on your data to any third party without your consent;
- Only to use your data for the intended and legitimate purpose.

Consent is changing to be more explicit/transparent so at the point of data collection, the individual will need to be informed exactly how their data will be used and who it will be shared with. Due to the GDPR we need to obtain your consent to use the email address and mobile number that we have on record, so that we can continue to communicate with you using our text and email service.

We will use these to contact you with information about, but not restricted to, school based activities. For example, letting you know that an after-school club is cancelled, inform you about school closures or

activities in the school community (such as the FPTA) and other activities which may be of benefit to you or your child(ren).

Attached to this letter is our updated Privacy Notice - this will also be available on our website. Please read this document and sign the attached form to confirm you understand its role.

Email and Texting Service Consent

This consent is for the full duration that your child(ren) attends Glenfield Primary School but please remember, under the GDPR you can withdraw your consent at any time by writing to the school office.

Childs Name..... Class

I agree / do not agree to my email and mobile number being used for the purpose stated above.

Signed..... Date.....

New Privacy Notice Declaration

I, declare that I understand:

- Glenfield Primary School (referred to as 'the school') has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements;
- how the school uses my data;
- that the school may share its' collected data with Leicestershire County Council (LCC) and ultimately the Department for Education (DfE);
- the school will not share my personal data with any other third parties without my consent, unless the law requires the school to do so; the 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.

Signed..... Date...

PRIVACY NOTICE YOUR DATA MATTERS

1 INTRODUCTION



At Glenfield Primary School, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending Glenfield Primary School you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to Glenfield Primary School.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- DfE Department for Education
- GDPR General Data Protection Regulation
- UK United Kingdom
- NPD National Pupil Database
- LA Local Authority
- NHS National Health Service

2 WHAT WE NEED



Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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.

The categories of pupil information that the school collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses Parents and Carers Information
- 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

3 WHY WE NEED IT



Glenfield 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

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

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents/carers with updates, news about the school

4 WHAT WE DO WITH IT



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

The school is required to share pupils' data with the DfE on a statutory basis. NPD is managed by the DfE and contains information about pupils in schools in England. Glenfield 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. Glenfield 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:

- Educational Portals (Administration and Educational purposes)
- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE
- Schools that the pupil's attend after leaving us
- Other schools in our group
- Professional advisers and consultants
- Suppliers and service providers
- Our regulator, Ofsted (the organisation that supervises us).
- Other agencies that support your child's wellbeing

5 HOW LONG DO WE KEEP IT?



Personal data relating to pupils at Glenfield Primary School and their families is stored in line with the school's 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 and in line with our retention statement.

6 WHAT ARE YOUR RIGHTS?



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 be given access to your child's educational record, contact:

The Headteacher
Glenfield Primary School
Stamford Street
Glenfield
Leicestershire
LE3 8DL
0116 271 2261

You also have the right to:

- Be informed about how Glenfield Primary School uses your personal data.
- 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.
- Claim compensation for damages caused by a breach of the GDPR

7 CONTACT DETAILS AND USEFUL WEBSITES

If you have a concern about the way Glenfield Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

Schools Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester
Le4 5PJ
TEL: 0845 519 1772
EMAIL: info@dpoforschools.co.uk

You may also contact the ICO.
Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

www.ico.org.uk

In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

www.gov.uk

In the search box type at the top of the page type:

- GDPR
- National Pupil database
- How we use your data
- Data protection: how we share pupil and workforce data
- Data collection and censuses for schools
- Contact DfE

www.leicestershire.gov.uk

In the search box type at the top of the page type:

- GDPR
- Schools
- Education

8 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 Glenfield Primary School to download our GDPR Data Protection Policy or request a copy from the school.