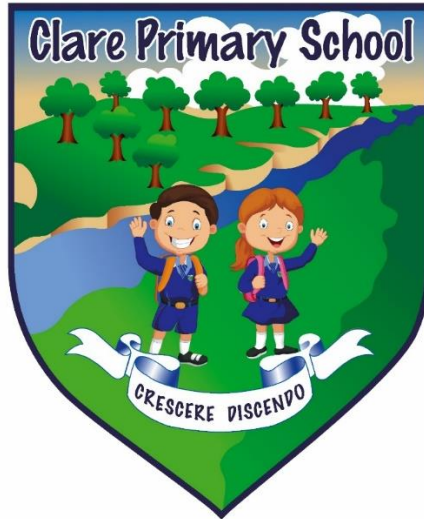


# Clare Primary School



## Privacy Policy

<b>Date the policy came into effect</b>	
<b>Date of next policy review</b>	
<b>Name of person responsible for this policy</b>	<b>Safeguarding Team, Principal, BOG, staff</b>
<b>Other related policies</b>	<b>Health and Safety, Pastoral Care, Use of Reasonable Force and Safeguarding, Staff Handbook Code of Practice</b>
<b>Issued to</b>	<b>Staff, BOG, parents (pupils)</b>

# **Clare Primary School**

## **Privacy Notice**

### **For Pupils & Parents/Families/Carers/Legal Guardians**

#### **ABOUT US**

Clare Primary School is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/departments/education-legislation>.

The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact Miss S Lindsay, the Principal, who will deal with your query.

The Principal can be contacted on

Email: [slindsay313@c2kni.net](mailto:slindsay313@c2kni.net)

Telephone: 028 38840843

Post: 58 Cloghoge Road, Clare, Tandragee, BT62 2HB.

The role of Data Protection Officer is facilitated by the Education Authority and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.

Contact details for the Education Authority Data Protection Officer are as follows:

Email: [info@eani.org.uk](mailto:info@eani.org.uk)

Telephone: 028 90566200

Post: Education Authority South East Region, Grahamsbridge Road, Dundonald

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

**The Information Commissioner's Office – Northern Ireland** 3rd Floor 14 Cromac Place, Belfast BT7 2JB Telephone: 028 9027 8757 / 0303 123 1114 Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

### **HOW DO WE COLLECT AND HOLD PERSONAL INFORMATION?**

We collect some personal information about our pupils and their families/carers/legal guardians during a pupil's application process to the school. We will sometimes collect additional information from third parties such as the Education Authority, Department of Education, examination board or previous school attended by a pupil.

We mainly collect personal information about our pupils and their families/carers/legal guardians throughout the course of the pupil's time at the school, for instance when completing educational visit consent forms, from statutory curriculum assessments and throughout our relationship with a pupil when we are exercising our legal obligations as a public educational body and during our pastoral care.

### **WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PUPILS?**

Personal information is information that identifies you and relates to you. We will collect, store and use the following categories of personal information about our pupils:

- Personal information (such as name, age, date of birth, photographs and unique pupil number)
- Contact information (such as address, emergency contact information and telephone number)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as statutory assessment process, GCSE and post-16 qualifications and standardised tests provided by commercial companies)
- Exclusion and behavioural information
- CCTV footage captured in school and other information obtained through electronic means
- Non-sensitive characteristic data (such as free school meal eligibility)
- Special categories of data (such as ethnicity, language, country of birth, nationality, information regarding health, special educational needs, allergies and disability).

## **WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PUPILS'/ PARENTS/FAMILIES/CARERS/LEGAL GUARDIANS?**

We will collect, store and use the following categories of personal information about our pupils'/parents/families/carers/legal guardians:

- Personal information (such as name, age, date of birth and photographs)
- Contact information (such as address and telephone number)
- Financial information (such as bank account details and payment history)
- CCTV footage captured in school and other information obtained through electronic means

## **WHY DO WE COLLECT, STORE AND USE THIS INFORMATION?**

We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our pupils and their parents/families/carers/legal guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the school has a legitimate interest in providing pupils with an education, safeguarding and promoting pupil welfare, facilitating the efficient operation of the school.

We may also use your personal information, less frequently to protect a pupil's or their family's interests (or someone else's interests). For example, when investigating a complaint made by another pupil.

We keep personal information electronically on the School's information management systems, the School's IT network, or manually in indexed filing systems.

Situations in which we will use personal data, including special category data, include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Teaching &amp; Learning</li><li>• For example:<ul style="list-style-type: none"><li>• to monitor and report on pupil progress</li><li>• to provide appropriate pastoral care</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Statutory Returns</li><li>• For example:<ul style="list-style-type: none"><li>• to monitor equal opportunities</li></ul></li></ul>  |
| <ul style="list-style-type: none"><li>• Safeguarding &amp; Child Protection</li><li>• For example:<ul style="list-style-type: none"><li>• to safeguard pupils</li><li>• to manage a pupil's absence</li></ul></li></ul>                  | <ul style="list-style-type: none"><li>• Security</li><li>• For example:<ul style="list-style-type: none"><li>• to comply with health and safety obligations</li><li>• to comply with the law regarding data sharing</li></ul></li></ul> |