

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a natural living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") which came into force on May 25th 2018.

2. Who are we?

St Matthew's CE Primary School is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

This school complies with its obligations under the "GDPR" by

- ✓ keeping personal data up to date;
- ✓ storing and destroying it securely;
- ✓ not collecting or retaining excessive amounts of data;
- ✓ protecting personal data from loss, misuse, unauthorised access and disclosure;
- ✓ by ensuring that appropriate technical measures are in place to protect personal data.

4: What we use your personal data for

- To enable us to provide a responsible and safe school for the benefit of our children in a particular geographical area;
- To administer pupil assessments, progress and records;
- To manage our Staff, Pupils, Governors, employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at this school;
- To share your contact details with the DFE and Local Authority so they can keep you informed, and statistical research activities and in which you may be interested.

5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about school news, events, activities process and keep you informed about school events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others for purposes connected with the school. We will only share your data with third parties outside of the school with your consent.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide which is available from the DFE .

Specifically, we retain data while it is still current on;

- children's name address and unique identification number
- children's nationality
- telephone mobile numbers of those with parental responsibility for contact only
- attendance data
- behaviour data
- medical information
- special educational needs information
- behaviour needs information
- free school meals eligibility
- transfer to next school
- Single Central Record and safeguarding data on all staff and Governors for up to 6 years after the calendar year to which they relate; and then deleted permanently.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which This school holds about you;
- The right to request that St Matthew's CE Primary School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for This school to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, this *applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of educational research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact
St Matthew's CE Primary
0161 865 1284
admin@stmatthewsce.co.uk

Reviewed February 2020

Privacy Notice Addendum For Collecting Data during Coronavirus

The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows us to use the personal information collected from staff/parents/carers and pupils. This includes special category data such as medical data.

Due to this pandemic, we may need to ask for data that you have not previously supplied. This data will be collected for, and on behalf of the school to allow appropriate decisions to be made regarding assessing ability to return to school and ensure that appropriate measures are put in place to allow for this safe return.

We additionally may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. For further information, these can be sought by requesting this information from reception.

The legal bases for using your data in these circumstances will be either (a) with your consent, (b) where it is necessary to process this data for the 'vital interests' of yourself or another person, (c) for the reasons of substantial public interest, (d) where it is necessary to assess the working capacity of an employee or (e) where it is in the interests of public health.

In the current pandemic, we may need to share select data with others. This can be with the NHS and emergency services, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

Visitors will be required to complete track and trace forms prior to entry into the school. All data collected from these checks will be limited to relevant personnel, will be subject to strict retention guidelines and will only record results in limited circumstances (i.e. when an individual needs to be contacted due to contact with a positive case).