



What is your 'Personal Data'?

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details, or even a photograph of you.

What kind of information do we hold about you?

Apart from the information you give us, we may also receive information about your child(ren) previous schools, the local authority and the Department for Education (DfE).

This information will include:

- Parents/guardians and child(ren)'s contact details
- Your child(ren)'s assessment results – both statutory and school assessment
- Attendance information
- Any exclusion information
- Where your child(ren) go after they leave us
- Personal characteristics such as ethnic group
- Any medical conditions, special educational or dietary needs you want us to know about.

Unique Pupil Numbers (UPN) are assigned to each pupil by the Department for Education

Without your consent, we will not process any personal data about you which we do not need.

Why do we need the information we hold about your child(ren)?

We need to use your child(ren)'s personal data in order to:

- support their learning
- monitor and report their progress
- provide appropriate pastoral care
- provide services needed while at the school; and
- assess the quality of our service.

The purpose of processing your information is to provide you with the best education we can, as well as to meet our other legal requirements.



The legal basis for using this personal data are various Acts of Parliament including the Education Act 2011, Children's Act 2004 and Equality Act 2010.

For certain "special categories" of data (like health or ethnicity information) we rely on your consent. This means you will be asked if for certain additional information.

How do we collect and store your child(ren)'s data?

Each item of the data we need to hold for your child(ren) is collected via a paper form and/or by secure electronic means. It is then stored for as long as it is needed, and no longer, in either or both paper form or electronic form. The table below gives the details of how we collect, store and ensure the security of each piece of data. We use an electronic Information Management System (IMS) to process our data. Like many schools, our school has opted for SIMS, and as with all other data processors, we have a contract with them to ensure they comply with the data protection regulations of the GDPR. For each item of data we have a legal basis for holding this.

What data do we hold?	How is it collected?	How do we store it? What security measures are in place?	What is the legal basis for us to hold this data?
Unique Pupil Number (UPN)	Securely from Birmingham Admissions Department	SIMS	Legal task
Contact details	Parents/carers submit the completed form	Locked filing cabinet in restricted access office	Legal task
Attendance Information	Electronic registers which are password protected	SIMS	Legal task
Exclusion records	CPOMS safeguarding site; paper documentation	SIMS; Locked filing cabinet in restricted access office	Legal task
Photos and videos on the website and school	Cameras kept in locked cabinets	Not shared with third parties	Parental consent



publications (newsletter/prospectus)		without explicit consent	
Use of CCTV	CCTV cameras located in corridors and high traffic areas inside and outside of school.	Stored on two DVRs. Located in a store room with restricted access and also DVRs are kept within a cab with password security.	Parental consent
Safeguarding information	CPOMS Safeguarding site.	Secure electronic system with restricted access.	Legal task
Assessment information	Via SIMS	SIMS	Legal task
Transition to new school			Legal task

Risk assessments

Risks assessments have been carried out on all items of your children's data which we process. This is included in our processing record. This is to ensure that all risks of data processing and protection breaches have been identified and managed.

Obtaining consent

We obtain consent from parents/carers for the following items of data:

- Use of photos of your children
- Use of videos of your children
- Treatment of medical conditions you have informed us about (administration of medicines and first aid)

The consent forms are compliant with the GDPR and will be checked annually. You as parents and guardians have the right to withdraw your consent at any time.

Retention of data

We do not store or process your child(ren)'s data for any longer than is absolutely necessary.



- Samples of children's work will be securely retained for two terms following their transition to secondary school, for the purpose of external monitoring of curriculum and standards.
- Assessment information will be retained for one year for the same purpose.
- All other personal and sensitive data will be sent securely to the receiving school as soon as the child is no longer on roll.
- Personal details of parents/carers will be securely disposed of as soon as all children in the family are off the school roll

Subject Access request (SAR)

Individuals have the right to obtain confirmation that their data is being processed. Individuals have the right to submit a subject access request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.

For further details on how to make a Subject Access Request, please refer to the school's Data Protection Policy – Section 9: The Right of Access.

Management and monitoring of data protection

The core Privacy team consists of the following members of staff:

Member of Staff	Roles and responsibilities
Barbara Butterworth	Chief Privacy Officer: monitoring policy into practice; management of training schedules; management of annual audit
Tony Baddhan	Monitoring and training in privacy of electronically processed data
Amanda Lloyd	Management of privacy of communication with parents
Debby Scott	Management of processing of privacy in Finance matters, including contractors

- Management and monitoring of data protection is overseen by the Chief Privacy Officer (CPO). This is the head teacher, Mrs Barbara Butterworth.
- The school works with an external agency (Tim Bridger – New Jubilee Company). Mr Bridger is the school's Data Protection Officer (DPO)
Contact details: Telephone: 07894 546 846
Email: newjubileecompany@gmail.com



The DPO will:

- Monitor the school's compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.
- Audit the school annually for compliance with the GDPR
- Inform and advise the school and its employees about their obligations to comply with the GDPR and other data protection laws.

Monthly monitoring of compliance with the GDPR is carried out by the Chief Privacy Officer - Mrs Barbara Butterworth – head teacher, and the ICT Operations Manager Mr Tony Baddhan. This includes the following tasks:

- Monitoring clean desk policy
- Checking of staff data sticks and computers
- Checking security of storage areas
- Monitoring use of electronic and physical storage areas

Staff training

All staff have been trained on the GDPR, and this is refreshed annually. All staff are required to observe the following policies in relation to data protection:

- Data Protection Policy
- Staff Privacy Notice
- School Privacy Notice
- Staff Code of Conduct

Monitoring and review of this statement

This statement will be reviewed annually by the Governing Body working with the Core Privacy team. It will be monitored termly.

Date of Privacy Statement: May 2018

Date of review: May 2019