

# Ingham Primary School

## Pupil and Parent GDPR Privacy Notice



### Why do we collect and use your information?

Ingham 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 a 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) Regulation 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

### Who processes your information?

Ingham Primary School is the data controller of the personal information you provide for us. This means the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to third party processor (for example ParentPay); however, this will only be done with your consent, unless the law requires the school to share your data. Where data is sent to a third party Ingham have ensured that they meet the required data protection standards.

### Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information- e.g. names, pupil numbers and addresses
- 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
- Behaviour information

While the majority of the personal information 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. When 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 is used.

### How long is your data stored for?

Personal data relating to pupils at Ingham Primary School and their families is stored in line with the school and LA Retention Policies.

In accordance with the GDPR, the school does not store personal data indefinitely; data is stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my data be shared?**

The school is required to share pupil data with the DfE on a statutory basis. The DfE has robust processes in place to ensure the confidentiality of any data shared.

Ingham 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:

- The pupil's receiving school (upon leaving)
- The LA
- The NHS
- The DfE
- ParentPay
- ARK (ICT provider)

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Ingham Primary School uses your personal data.
- Request access to the personal data that Ingham Primary School holds.
- 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.

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.**

If you want to see a copy of the information about you that we hold and /or share, please contact

The School Administrator  
Ingham Primary School  
The Green  
Ingham  
Lincolnshire  
LN1 2XT  
Tel: 01522 730244  
Email: [admin@ingham.lincs.sch.uk](mailto:admin@ingham.lincs.sch.uk)

The contact details for the school's named DPO (Data Protection Officer) is,  
Mrs Keeli Hutchinson  
Email: [keeli.hutchinson@ingham.lincs.sch.uk](mailto:keeli.hutchinson@ingham.lincs.sch.uk)

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you need more information about how our local authority and/or DfE collect and use your information, please visit;

- Our local authority at <https://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection>
- The DfE at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>