



Lead member of staff	Head Teacher
Governor Committee	FGB
Date of publication	May 2018
Review date	September 2027

Data Protection Information - Privacy Notice

The General Data Protection Regulation replaced the Data Protection Act 1998 in May 2018. This was created to further protect individuals' privacy and ensure that personal data is processed fairly and lawfully. Here at Downview Primary School we have ensured that our policies and working practices are compliant with the new regulation and that everyone's personal data is stored safely and securely processed.

ICO Key Definitions

Data Protection legislation requires schools to keep personal data safe and to have appropriate systems, policies and procedures in place to enable them comply with their data protection responsibilities.

What personal information does Downview Primary School hold?

Downview Primary School may collect and process information about individuals for reasons including the pupil admissions process (including admission appeals), in the provision of education, in providing references, for the safeguarding of pupils, to support pupil learning, to monitor and report on pupil progress, to provide appropriate pastoral care, to assess the quality of our services, and to enable us and our organisations to carry out all of their functions.

The personal data which we process is obtained from prospective, current and former pupils and their families, staff, governors, volunteers, suppliers and other individuals and organisations with whom we have dealings (e.g. local education authorities, schools and the Department for Education).

Personal data is not shared with anybody else without an individual's knowledge, unless Downview Primary School is required to do so by law.

Information Downview Primary School holds about pupils:

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meals eligibility)
- Attendance information (such as sessions attended number of absences and absence reasons)
- Medical information
- Assessment information
- Special needs information
- Parental and other contact details given to the school in case of emergency

We hold pupil data for the length of time the pupil attends our school. The pupil data is then transferred to the child's secondary school. Child Protection files are passed to the receiving school and copies are held within our school for a period of 25 years from the pupils date of birth. We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- School nursing team

Information Downview Primary School holds about school workforce:

- Personal information (such as name, date of birth, gender, age, national insurance number, employee number, teacher number, home address, contact information)
- Special categories of data including characteristics information such as ethnic group, marital status
- Contract information (such as start dates, hours/weeks worked, post, roles, salary information (including relevant bank account details), superannuation membership)
- Work absence information (such as number of absences and reasons)

- Relevant medical and disability information
- Performance (such as capability and disciplinary matters)
- Qualifications and recruitment information (and, where relevant, subjects taught)
- Information relevant to the School Work Force Census and absence information.

The collection of this information will benefit both national and local users by:

- informing the development of recruitment and retention policies
- allowing for financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- the prevention and detection of crime

We will not share information about school workforce to anyone outside the school without consent unless the law allow us to. We routinely share this information with:

- The local authority
- The Department for Education (DfE)

Your rights under GDPR

Under the GDPR you have the following rights:

1. The right to be informed: the right to be informed about how we process your personal data.
2. The right of access: the right to request access to your personal data that we hold and be provided with a copy of it.
3. The right to rectification: the right to request that your personal data is amended if inaccurate or incomplete.
4. The right to erasure: the right to request that your personal data is erased if there is no compelling reason for its continued processing.
5. The right to restrict processing: the right to request that the processing of your personal data is restricted.

6. The right to data portability: the right to obtain your own data that you have provided to us and reuse for your own purposes, or the right to request that we transmit this data to another controller.
7. The right to object: the right to object to your personal data being processed.
8. Rights in relation to automated decision making and profiling: the right to not have decisions made about you as an individual that are solely automated.

If you would like to request information you think the school holds about you, it is possible to raise a Subject Access Request. Please either email the school office – office@downviewprimary.co.uk, requesting the Data Protection Officer or request in writing to Downview Primary School, Wroxham Way, Felpham, Bognor Regis, West Sussex, PO22 8ER.