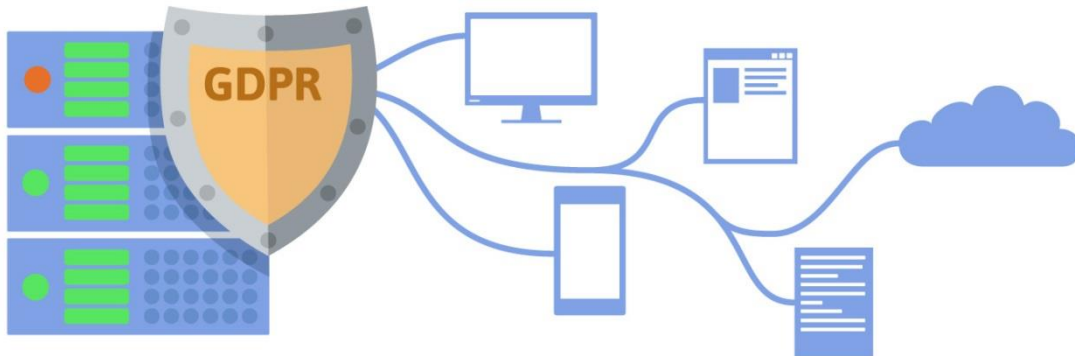




# OUR LADY STAR OF THE SEA PRIMARY SCHOOL

THORPE ROAD, HORDEN, PETERLEE, CO. DURHAM SR8 4AB  
TEL. NO. 0191 5863895 FAX 0191 5873174  
EXECUTIVE HEADTEACHER: Miss J. Jones



## Privacy Notice for Parents/ Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, Our Lady Star of the Sea RCVA Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer will be assigned by Gateshead Council Legal Department.

### **Who we are and what we do**

We are Our Lady Star of the Sea RCVA Primary School, Thorpe Road, Horden, Peterlee, County Durham, SR8 4AB. We are a voluntary aided/maintained primary school for children ages 4 – 11 years old. Our local authority is Durham County Council.

Our Lady Star of the Sea RC Primary School provides education for children in our community. For further information about the school please see the Durham County Council website or visit [www.olsots.durham@sch.uk](http://www.olsots.durham@sch.uk)

## **The personal data we collect and hold**

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

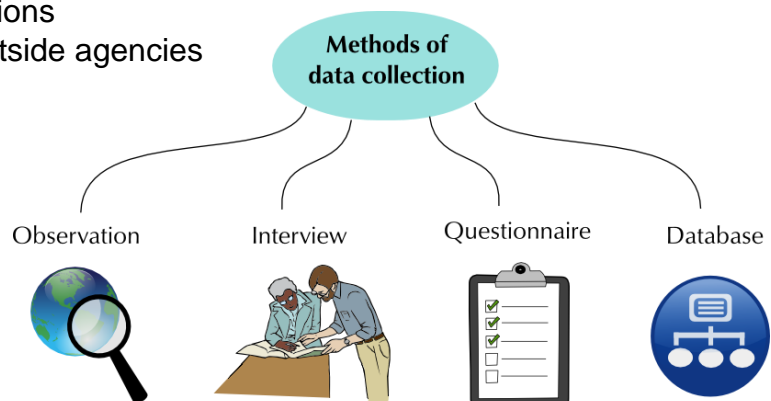
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests eg. NC assessment results
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

## **We collect information in the following ways:**

We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

This is collected through:

- on-line forms
- paper forms
- telephone conversations
- face to face conversations
- reports to and from outside agencies



### **Our legal basis for using this data**

We collect and use personal data on the basis of performing a public task (eg. educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Most of our legal basis for collecting data falls into the following categories:

- Public task – the processing is necessary for us to perform a task in the public interest or for our official functions eg. educating and caring for children
- Contract – you have entered into a contract with us. Staff are employed by the school and the Governing Body enter into a contract with its employees.
- Legal Obligation- it is necessary
- Comply with a law – we need this for Employment, or Social Security or Social Protection Law.
- Legal Rights – We need it for a legal case or a legal reason
- Archiving, Research or Statistical Purposes - We use this for archiving, research or statistical purposes.

### **What is your personal information used for?**

We collect and use pupil information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Identifying pupil eligibility for Free School Meals and Pupil Premium funding

### **How we keep your personal information secure?**

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

The majority of personal data is stored electronically and is stored securely on the school's admin system which is backed-up on a daily basis.

The school also keeps paper/hard copies of data which are filed and stored in the school admin office in a locked filing cabinet.

Curriculum planning, assessment and 2Build a Profile/ 2Simple uses cloud based storage.

*Please contact Miss J. Jones if you would like further details regarding secure storage of information.*



### **How long will we keep your personal information?**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy.

NB. After we deliver a service to you, we have to keep information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our Corporate retention guidelines show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

The retention periods for data stored in the school can be seen in DfE document; *'Data Protection: a toolkit for schools'* (Beta version April 2018):  
[2016 IRMS Toolkit for Schools v5 Master.pdf](#)

## Will your personal information be shared?

We do not share any of this data with any other organisation without your permission, except where the law requires it.

We are required to provide pupil data to:

- Department for Education (DfE)
- Education Funding Agency
- Previous schools
- Future schools
- Local Authority
- Assessment specialist
- Local Authority Children’s Social Service
- Health authority (medical professionals) and/or police
- Diocese of Hexham and Newcastle Education Service and Catholic Education Service (CES)



**We do not transfer personal data to countries outside the European Economic Area.**

We are required; by law to pass certain information about our pupils to the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the **Data Protection Act 1998**.

Decisions on whether DfE releases this data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level of sensitivity of data requested, assessment of who is requesting the data, the purpose for which it is required and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements in relation to the data.

**Is your personal information processed outside the European Economic Community (EEC)?**

The school's stored personal information is kept within the European Community (EEC).

Additional Apps/Service currently used by the school:

- 2Build a Profile/ 2Simple
- Cool Milk
- Phototronics
- Lexia

This apps/services conforms to data protection regulations as set out in the new GDPR to be implemented May 2018.

The school will continue to ensure that any company providing app/service to the school is certified as an approved company under GDPR guidelines. For more information - [www.privacyshield.gov](http://www.privacyshield.gov)

*Please inform Miss J. Jones if you wish to opt out of this arrangement.*

For more information on how this sharing process works please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which protect) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recvied>

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

- <http://www.durham.gov.uk/article/2259/Privacy-and-data-protection>
- <http://www.durham.gov.uk/media/10056/Privacy-notice---Education-Service-for-services-to-children-and-young-people/pdf/PrivacyNoticeEducation.pdf>

The DfE website at

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

**Marketing**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

## **CCTV**

The school has installed CCTV equipment for the purpose of security. This installation only covers the exterior of the school.

*Queries regarding this should be addressed to Miss Jones – Executive Headteacher.*



## **Text and Email Service**

The school uses texting/e-mail service managed by Ourschoolsapp to communicate with parents.

*Please contact Miss Jones – Executive Headteacher for further information or if you want to opt out of this arrangement.*

## **Processing images off site**

On occasion the school permits data to be processed off site by members of staff (e.g. preparing learning journeys, creating Leaver's Year Book).

*Please contact Miss Jones – Executive Headteacher for further information or if you want to opt out of this arrangement.*

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to [p3507.admin@durhamlearning.net](mailto:p3507.admin@durhamlearning.net). The school will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

### **Other rights**

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.



Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: *Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

**Name:** .....

**Data Protection Officer:** .....

**Our Lady Star of the Sea RCVA Primary School**  
**Thorpe Road**  
**Horden**  
**Peterlee**  
**County Durham**  
**SR8 4AB**  
**Tel: 0191 586 3895**