Magdalen Gates Primary school

General Data Privacy Notice

[Version 2022 v2.0]

If you are reading a printed version of this document you should check the policy section on the school website to ensure that you have the most up-to-date version.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: Data Protection Education Ltd

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation please contact the school office: **office@magdalengates.co.uk**

Our GDPR governor is Suenaina Sharma:

governor@magdalengates.co.uk

Version Control

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Purpose of this document

Magdalen Gates Primary School is a data controller and this document describes the data that is collected and how it is processed to data subjects other than pupils and workforce. As a controller we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the GDPR we must abide by the principle of transparency and the right of data subjects to be informed how their data is processed.

This document provides such information. It will be updated from time to time and updates communicated to the relevant data subjects.

It is your duty to inform us of changes.

The Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparently
- Collected and used only for the specific, explicit and legitimate purpose they have been collected for and not for any other purposes
- Adequate and relevant and limited only to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Kept securely, using appropriate technical and/or organisation measures

Your rights

You have rights associated with how your data is collected and processed. Not every right is absolute, but under certain circumstances you can invoke the following rights:

- Right of access
- Right of erasure
- Right of rectification
- Right to object to processing
- Right to be informed
- Right to data portability
- Right to not be subject to decisions based on automated decision making
- Right to restrict processing
- Right to seek compensation for damages caused by a breach of the Data Protection regulations.

The Data Protection Officer (DPO) is in position to ensure your rights are supported. To contact the DPO use the contact details on the front of this notice.

The lawful basis on which we process this information

We collect and process your information:

- Under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).
- Classed as Special Category data, e.g. health etc under Article 9 of the General Data Protection Regulation (GDPR) to carry out tasks in the public interest.
- Where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.
- Under the terms of a contract we hold with you.
- As part of your attendance in schools, background checks from the Disclosure and Barring Service may be done which may involve the collection of criminal convictions. W
- Where you have given us consent to do so.

Categories of data subject and the data we collect and hold

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

Parents' and carers information

Parent or carers information is collected so that:

- We can communicate with you about your child in relation to things such as education and attainment, health and well-being, attendance and behaviour and emergencies (task in a public interest or legal obligation)
- Send you important information about the school (task in a public interest)
- Provide you with access to tools and services we use in schools such as parent payment systems, communication applications (task in a public interest or to fulfil a contract)

Data collected includes:

- Name
- Address
- Contact information
- Relationship to the child
- Involvement with volunteer groups or parents association
- Driving licence, passport or other official documentation for identity verification

Visitor information

Visitor information is collected so that:

- We have a record of who is and has been in the building, for health, safety and operational purposes (legal obligation)
- We have a record of official visits, such as inspections or maintenance (task in a public interest)
- Where needed, Disclosure and Barring Service checks can take place (task in a public interest or legal obligation)

Data collected includes:

- Name
- Associated business
- Purpose of visit
- Car registration
- Driving licence, passport or other official documentation for identity verification
- Disclosure and Barring Service check results

Governors' information

Governors' information is collected so that:

- We can communicate with Governors on school business (task in a public interest)
- There is a public record of Governors and their business interests (task in a public interest)
- There is a record of Governor attendance (task in a public interest)
- There is a record of Governor training (task in a public interest)
- Disclosure and Barring Service checks can be carried out (task in a public interest or legal obligation

Data collected includes:

- Name
- Address
- Contact information
- Business interests
- Financial interests
- Governance roles in other schools
- Date of appointment and length of terms
- Driving licence, passport or other official documentation for identity verification

- Disclosure and Barring Service check results

Volunteers' information

Visitor information is collected so that:

- We have a record of who is and has been in the building, for health, safety and operational purposes (task in a public interest)
- Disclosure and Barring Service checks can be carried out (task in a public interest or legal obligation
- We have a record of visits (task in a public interest)

Data collected includes:

- Name
- Address
- Contact information
- Driving licence, passport or other official documentation for identity verification
- Disclosure and Barring Service check results

Collecting this information

- **Parents:** whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this
- **Visitors and volunteers:** As a visitor the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided
- **Governors:** whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold your data as documented in our Retention Schedule, which can be requested by contacting the school office.

Who we share this information with

We routinely share this information with:

- **Parents:** we will share your information with members of staff, other agencies and, where you have agreed or to ensure the functioning of a contract, with third-party processors who provide services to the school;
- **Visitors and volunteers:** your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime;
- **Governors:** we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website. Governor information is also shared with the Local Authority and published on the DfE Get Information About Schools portal

COVID-19

Data collected for the purposes of public health (including visitor contact data for COVID-19) will be kept as long as required. Contact data for visitors will be kept for 21 days after the most recent visit, with information on visitors kept as per standard retention requirements. Public Health data may be shared with third-parties as required including, but not limited to:

- National Health Service (including NHS Test and Trace)
- Public Health England
- Other local health authorities

Data collected and processed for public health purposes is done so under GDPR Article 9(2)(i) which states: (in part) "processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health..." and Recital 54 which includes: "The processing of special categories of personal data may be necessary for reasons of public interest in the areas of public health without consent of the data subject."

Concerns about how your personal data is handled

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance using the contact information on the first page of this document.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Appendix A: List of suppliers/third party processors

Pupil asset
Eduspot
Edwards and Blake
School photographer
WAND
NCC
NHS
CPOMS
Cool milk
Nursery Milk