**General Data Protection Regulations**

**Privacy Notice**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

We Webster Primary School are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Shane Williams (see ‘Contact us’ below).

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

**Information Collection:**

In order for us to fulfil our obligations Webster Primary School collects personal data. Personal Data is any information about a living person that can be used to identify that person. We will only collect information that is adequate, relevant and limited to what is necessary in relation to the purposes identified within this policy.

We collect personal data on pupils, parents and guardians, staff, governors, volunteers and other people who engage with or support the school.

**Why we collect or use personal data:**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare
* Attendance
* Staff administration
* Assess the quality of our services
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing
* Enable the development of a comprehensive picture of the workforce and how it is deployed
* Inform the development of recruitment and retention policies
* Enable individuals to be paid

**Categories of information that we collect, hold and share include:**

* Personal information (such as name, employee or teacher number, national insurance number)
* Special categories of data including characteristics information such as gender, age, ethnic group
* Contract information (such as start dates, hours worked, post, roles and salary information)
* Work absence information (such as number of absences and reasons)
* Qualifications (and, where relevant, subjects taught)
* Contact details, contact preferences, date of birth, identification documents
* Details of any medical conditions, including physical and mental health
* Attendance and disciplinary information
* Safeguarding information
* Staff administration
* Photographs
* CCTV images captured in school
* Recruitment of staff

We may also hold data that we have received from other organisations, including other

**Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation
* We need it to perform an official task in the public interest

Less commonly, we may also process personal data in situations where:

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interests (or someone else’s interests)

**Collecting this information**

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 General Data Protection Regulations, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

**Sharing of information**

We routinely share information with:

* Our local authority
* The Department for Education (DfE)

We do not share information about the workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment education attainment.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Other rights**

Under data protection law, individuals have certain 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**:

* Shane Williams
* Telephone (answerphone) 0161 510 2999
* Email datarequests@globalpolicing.co.uk
* Website [www.globalpolicing.co.uk/data](http://www.globalpolicing.co.uk/data)