

# Alma Primary GDPR Privacy Notice For children and their families



## Who processes your information?

Alma Primary is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. Rebecca Doctors acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on [rdoctors@almaprimary.org](mailto:rdoctors@almaprimary.org)

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Alma Primary upholds are imposed on the processor.

The school has appointed a data protection officer whose role is to oversee and monitor the school's data protection procedures, and to ensure that we are compliant with the GDPR. The data protection officer can be contacted on [DPO@almaprimary.org](mailto:DPO@almaprimary.org)

## Why do we collect and use your information?

Alma Primary holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous school or nursery, from Barnet or other LAs, from the DfE as well as other Government Bodies and organisations. 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) (England) Regulations 2013

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support children's learning
- To monitor and report on children's progress
- To provide appropriate pastoral care including medical needs
- To assess the quality of our service
- To comply with the law regarding data sharing
- To support administrative and financial requirements
- To inform you about school activities

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## Which data is collected?

The categories of information about children that the school collects, holds and shares includes the following:

- Personal information including names, Unique Personal Numbers, and addresses including emergency contact details.
- Characteristics including ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information including number of absences and absence reasons
- Assessment information including national curriculum assessment results
- Relevant medical information including Medical contact details, allergies, medical conditions
- Permissions relating to accessing children e.g. collecting at the end of the day
- Participation in extended school activities such as clubs and after school care
- Information relating to SEND
- Behavioural information including number of temporary exclusions
- Photographs, used to aid our records management and attendance procedures

Whilst the majority of the personal data 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. Where 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 will be used.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for Free School Meals
- Professions of parents/carers and other family members
- Information pertaining to home life where appropriate, e.g. where a child is identified as having a mental health issue or there are safeguarding concerns

## How long is your data stored for?

Personal data relating to children at Alma Primary and their families is stored in line with the school's GDPR Data Protection Policy.

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

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## Will my information be shared?

The school is required to share children's data with the DfE on a statutory basis, this includes the following:

- Results from statutory assessments
- Census information
- Attendance

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Alma Primary is required by law to provide information about our children to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our children from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Alma Primary 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 children's information including:

- Children's destinations upon leaving the school
- Barnet LA and other Local Authorities (where the child is/was resident)
- Accountability bodies such as Ofsted and Pikuah
- Internal club providers
- The NHS
- GDPR compliant organisations that provide services to the school, including ParentPay, E4 Education, Scholarpack, Caterlink and FM4S

## Governors and Volunteers

As part of our statutory duties we share information with governors regarding:

- Children's attainment and progress
- School activities
- SEND, behaviour and safeguarding

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As part of financial monitoring and prudent budgeting we also share financial information with governors regarding quality contributions and similar activities.

As part of our School Travel Plan and our commitment to enhancing the local area, from time to time we may share information on transportation with Barnet LA, local residents groups and the police.

We share restricted information with volunteers, including the Alma Parents Alliance, to facilitate volunteers helping in school and APA activities.

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

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

You have the right to:

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

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 Alma Primary and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.almaprimary.org](http://www.almaprimary.org).