

Privacy Notice

Pupils, Parents and Visitors

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About us

Manor Leas Infant School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding what data it holds and how it is used.

This notice will explain more about how we process your personal data.

Why do we collect your personal data?

We collect and use personal data about you to in order to provide and facilitate the delivery of education. We will only use your personal data where the law allows us to and we will not collect any personal data that is not required to perform our services. More specifically, these services may include but are not limited to:

- Provision of education;
- Monitoring and reporting on pupil progress;
- Protecting pupil welfare;
- Providing appropriate pastoral care;
- Assessing the quality of our services;
- School meal provision;
- Class list distribution;
- Educational visits and after school clubs;
- Collecting, processing and administering statutory data;
- Specialist services for pupils or families who may need extra support;
- Special educational needs reviews and plans;
- Health and safety.

As far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

We only collect and use personal data where there is a lawful basis. Most commonly we process personal data where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest.

And less commonly where:

- We have obtained consent to use data in a certain way;
- We are processing based on our legitimate interests.
- We need to protect an individual's vital interests.

What personal data do we collect?

The personal data we collect may include data about your child and/you, such as:

- Personal contact details, such as name, address, telephone number and email address;
- Date of birth;
- Identification documents;
- Pupil number;

- Education records including assessment and attainment;
- Attendance records;
- Safeguarding information;
- Behavioural and exclusion information;
- Support and care package details;
- Special educational needs including need and ranking;
- Dietary requirements;
- Free school meal eligibility;
- Emergency contact information;
- Payment details;
- CCTV footage;
- Information about your use of our information and communication systems;
- Photographs.

We may also collect and use the following "special categories" of more sensitive personal information:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Information about your physical and mental health, including any medical conditions, health and sickness records;
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

We typically collect personal data in the following ways:

- Provided directly by the parent/guardian/pupil/individual;
- Provided directly by the parent/guardian on behalf of a child;
- Provided by another professional organisation involved in the provision of services;
- Provided to us by members of the public, sometimes anonymously.

Professional organisations may include other public sector bodies such as health, police services, other schools and local authorities. We may also receive information from government bodies and regulators such as the OFSTED and Department for Education.

Who do we share your personal data with?

We will only share information when it is necessary to do so and in accordance with the law. Internally, access to personal data is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Local authority;
- Other schools;
- Department for Education (DfE);
- National Pupil Database (NPD);
- Other Government departments and agencies;

- Examining bodies;
- Health service provider i.e. school nurse and/or NHS;
- Providers of goods and services;
- Regulatory bodies e.g. OFSTED, Ofqual;
- Professional advisors and consultants;
- Researchers and external survey organisations;
- Pupils family and representatives;
- Other parents (class lists, photographs);
- Charities and voluntary organisations;
- Police forces, other law enforcement, courts and tribunals.

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary in connection with the services provided, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Retention periods are defined within the school's retention guidelines which are available on request.

How do we keep your data safe?

Your data is held securely and in accordance with the school's information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled.

Data protection training is made available to all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards.

Your rights

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of your data and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Manor Leas Infant School
Hykeham Road, Lincoln, LN6 8BE

DPO: Heather Brunsdon
dpo@manor-leas-infant.lincs.sch.uk
01522 681810

You can access further information about your rights and the schools data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit www.ico.org.uk.