



## Sessay C of E Primary School Privacy Notice

This Privacy Notice has been written to inform you of what Sessay CE Primary School does with your personal information in relation to all data protection. This Notice may be subject to change.

### Who are we?

Sessay CE Primary School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of your school in all correspondence*

### What information do we collect?

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

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
- 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
- Photographs

We will also process certain 'special category' data about our pupils, for example ethnicity, nationality and medical information.

### Why do we collect your personal data?

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing
- Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of the UK GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

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

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

Less commonly, we may also process pupils' 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

#### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you. We will also process information received from professional third parties for example speech therapists.

#### **Who do we share your personal data with?**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- The pupil's family and representatives - to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- Educators and examining bodies - to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Our regulator e.g. Ofsted – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors – necessary for compliance with a legal obligation
- External survey and research organisations – with parents/carers consent

- Health authorities – necessary for compliance with a legal obligation, such as safeguarding. In other cases the health professional seeks consent through the school
- Professional advisers and consultants – necessary for the performance of a contract
- Charities and voluntary organisations - necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Police forces, courts, tribunals – necessary for compliance with a legal obligation

#### **How long do we keep your personal data for?**

The school has opted to adopt the retention schedule suggested by the Information and Records Management Society (IRMS).

What rights do you have over your data?

Under the UK GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) /0303 123 1113