

The Edward Richardson Primary School

Privacy Notice: Pupils and Parents

1. Who we are

The Edward Richardson Primary School is the Data Controller for the personal data we hold about pupils and their parents/carers.

This means the school decides how personal data is used and why.

Our Data Protection Officer is:

Judy Carter

Email: judy.carter@infinityacademies.co.uk

If you have any questions about how your information is used, please contact the school office.

2. Why we collect and use pupil information

We collect and use personal information to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- keep children safe
- assess the quality of our services
- meet legal requirements placed on the school
- administer admissions, attendance and safeguarding
- organise educational visits and sporting events
- communicate with parents and carers

We only collect the information we need to carry out these duties.

3. The types of information we collect

We may collect the following information:

- personal details such as name, date of birth, address and contact details
- parent and carer contact information
- attendance records
- assessment and attainment information
- behaviour and safeguarding information
- medical and dietary information
- special educational needs information
- photographs where consent has been given where required
- emergency contact details

4. Lawful basis for processing

We process personal data in line with the UK GDPR and the Data Protection Act 2018.

The lawful bases we rely on include:

- legal obligation, for example education law
- public task, to provide education
- vital interests, to protect a child's safety
- consent, for some uses such as photographs

5. Who we share information with

We may share pupil information with:

- Lincolnshire County Council
- Department for Education (DfE)
- NHS or school nursing services
- Safeguarding partners and social care where required
- Examination and assessment bodies such as STA
- Educational software providers such as Arbor, CPOMS and SchoolsOnline

We only share information where the law allows us to do so or where it is necessary to keep children safe.

6. How long we keep information

We keep pupil records in line with our Data Retention Schedule and national guidance.

Records are only kept for as long as necessary and are securely disposed of when no longer required.

7. Photographs and social media

Photographs may be taken for educational purposes and school communication.

Images may be used on the school Facebook page or in school publications where appropriate consent has been given.

We do not publish personal information alongside photographs.

8. Your data protection rights

Under data protection law, you have the right to:

- request access to your personal data
- request correction of inaccurate data
- request deletion in certain circumstances
- object to processing where appropriate
- request restriction of processing
- complain to the Information Commissioner's Office (ICO)

If you wish to make a request, please contact the school.

9. Contact details

The Edward Richardson Primary School
East Road
Tetford
Lincolnshire
LN9 6QQ

Data Protection Officer:
Judy Carter
judy.carter@infinityacademies.co.uk

You can also contact the Information Commissioner's Office at www.ico.org.uk if you have concerns about how your data is handled.