



Enquiry – Resilience – Adaptability – Thoughtfulness – Respect – Cooperation – Communication – Morality

GDPR Privacy Notice

Who processes your information?

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 rights’) to individuals where we are processing their personal data.

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

We, Boothferry Primary School, Newport Street, Goole are the data controller for the purposes of data protection law. Mrs Karen Lee is the data protection officer. Their role is to oversee and monitor the school’s data protection procedures, and to ensure they are compliant with the General Data Protection Regulation (GDPR). The data protection officer can be contacted on 01405 762151 or via email boothferry.primary@eastriding.gov.uk.

The personal data we hold.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal identifiers – e.g. names, pupil numbers and addresses, date of birth, identification documents
- Characteristics – e.g. ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility
- Pupil and curricular records
- Attendance information
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information – details of any medical conditions, including physical and mental health
- Information relating to SEND
- Behavioural information – e.g. exclusion information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs



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Why do we collect and use your information?

Boothferry Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the Department for Education (DFE). We collect and use personal data in order to meet legal requirements and legitimate interest set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject
- Article 9 (GDPR) condition: For substantial public interest on legal basis.

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

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To carry out research

We may also receive information from their previous school, local authority and the Department for Education (DFE).

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

Our legal basis for using this data?

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

- We have a legal obligation to provide data for any statutory duties under the department for education.
- We 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 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.



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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.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of the not complying.

Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our GDPR Data Protection Policy and retention schedule sets out how long we keep information about pupils.

Who do we share pupil information 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:

- Schools that the pupil's attend after leaving us
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – e.g. Looked after children
- The pupil's family and representatives
- Educators and examining boards
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – e.g. School Money
- Health and social welfare organisations – e.g. School Nurse, Educational Physiologists, Social Workers/Sure Start, Police



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Why we share pupil information

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

We share pupils' data with Department for Education (DFE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DFE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data Collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether



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DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact Mrs Karen Lee Data Protection Officer, Boothferry Primary School.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations



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If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Karen Lee (School Business Manager/Data Protection Officer on 01405 762151 or email boothferry.primary@eastriding.gov.uk)



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