



Manor Primary School

Privacy Notice

This privacy notice is for the use of pupils, parents and other individuals of Manor Primary School in fulfilment of our responsibility as a data controller under data protection law.

One of our duties under the regulations relates to being open and transparent and as part of this our Privacy Notice is designed to inform you about the way in which we use, collect, store and or share your information.

Personal data means data which relates to a living individual who can be identified.

The individual (known as the Data Subject) must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

[Why do we collect and use personal information?](#)

Without the information we collect and require or share, Manor Primary School would not be able to provide you with the services or support for which we have contractual and legal obligations to deliver.

In particular, we will use information about you to:

- Ensure the safety and wellbeing of those using and visiting our premises
- Fulfill our employment obligations
- Provide additional support where appropriate and necessary (e.g.1-2-1 teaching)
- Provide education and support pupil learning
- The prevention and or Detection of crime
- To keep parents informed
- To plan and develop appropriate educational activities and visits
- To support pupil learning
- To provide the appropriate medical/pastoral care
- To meet statutory duties placed upon us for DfE data collection
- To share with the next school that the child transfers to upon leaving Manor
- To share with prospective schools
- To assess the quality of our services
- To safeguard pupils
- To comply with the law regarding data sharing



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Information we collect and use

- **Personal information** (such as name, unique pupil number, date of birth, gender and address, names of parents and marital status)
- **Contact details & preferences** (such as work/mobile numbers, including other family members)
- **Characteristics** (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- **Attendance information** (such as lessons attended, number of absences and absence reasons, and previous attendance at other schools)
- **Assessment information** (such as teacher assessments, interim assessments, SATS results)
- **Medical information** (such as details of medical conditions, and treatment required for these conditions, dietary requirements, allergies – IHP plan).
- **Special Educational Needs Information** (such as Educational Health Care Plan) **Reports from Educational Psychologists, information from Health Care professionals**
- **Safeguarding information** (such as court orders and other professionals involvement – MASH team)
- **Behavioural information** (such as exclusions and/or any alternative provision)
- **Looked After Child information, Pupil Premium, Free school meal eligibility**
- **Photographs/internet use** (based on parent consent form)
- **School trips and activities** (consent forms)

How we collect information

We will collect the information in several ways but not limited to.

Pupil application forms, pupil registration forms, parent mail forms, medical information forms, photograph/internet consent forms, Common Transfer File or Secure Transfer from a previous school. Local Authority records, NHS, doctors, Police/Court of Law

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.



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Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing is:

- Where processing is necessary for the performance of a contract to which you are a party, or in order to take steps before entering into a contract.[this would cover staff details as part of the employment contract]
- When processing your information is necessary to cooperate with and conform to UK law or another legal obligation to which the School is subject.[pupil records]
- The purpose of processing is to carry out a task in the public interest or the exercise of official authority vested in the controller.[any records kept other than to provide education that are legally required under statute – e.g. after school/lunchtime services such as sports club, art club etc.]

We also process personal data about our children in care or those children to whom we provide services, and use these data to:

- Support children and monitor their progress
- Provide appropriate support and pastoral care
- Assess how well the Local Authority services as a whole is doing

This information includes personal characteristics and details for the services we provide.

There may be occasions when we use and/or share your information in order to protect you or another individual and prevent serious harm.

In circumstance where none of the above lawful reasons apply we will only collect and use your information with your consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below). The common instances when consent may be required include but are not limited to:

- Taking photos which may be published externally, for example on the school website or newsletter, or school prospectus.
- Taking part on activities such as day trips or sporting events where consent is required,
- Sharing with third party support services which are not compulsory or essential but may provide a benefit (e.g. counselling support with parental consent)



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Special Category Data

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category:

Race, Ethnicity, Political Opinion, Religious or Philosophical Beliefs, Trade Union Membership, Genetic and Biometric Information, Health, and Sexual Orientation.

When using your information we must make sure that we have a lawful reason to do so. The reasons the School will primarily use for the processing of your special category information are:

- where it is necessary in order for us to carry out our obligations and exercising specific rights of the school or of the data subject in relation to employment and social security and social protection law;
- Necessary for reason of substantial public interest.

In circumstances where none of the above lawful reasons apply we will only collect and use and or share your information with an appropriate legal and justified reason or your explicit and informed consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below)

Who we may share your information with:

In order for a public function to be carried out we may need to share your information with the following entities:

- The Department for Education DfE
- Our Local Authority
- Education Welfare Officer
- School Nursing Service
- NHS
- Parents Evening System
- PMX Parent Mail
- TT Rockstars
- SAM Learning
- Ed Shed
- Active Learn – Bug Club
- Junior Librarian
- Scamps After School Club
- Department for Work and Pensions
- Police
- Social Services/Care agencies



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We would usually only share information with the following agencies if your child has Special Educational Needs

Educational Psychologist
Speech and Language Therapy
Integrated Behaviour Support Service
Audiology
CAMHS – Child and Adult Mental Health Services
Child Development Centre
Occupational Health/Therapy
School Nursing Service

We are required to pass on some of this information (but not the names of individual children) to the Department for Children, Schools and Families (DCSF). The DCSF uses this information to help with policy development, LA performance management and funding and to assist with the development of good practice.

There may also be occasion when we will share your information with relevant third parties when required to do so by law.

All people with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

[How long we will hold your information](#)

In line with guidance provided by the Information and Records Management Society – Guidelines for Schools” and or Local Government retention schedules.

Data description	Retention period
Admin documents	Date of document + 6 years
Pupil files	Whilst pupil remains at school – Transferred to the next destination – If this is an independent school, home schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
Child protection records	DOB of the pupil + 25 years
Child protection investigation – inconclusive or unsubstantiated	Until the pupil is 30 years old



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Free School meals (where register is used for funding)	Current year plus 6 years
Meal administration	Current year, plus 3 years
Internal examination results	Added to pupil record
SATS results	25 years after pupils date of birth
Timetable and Class groups – scheme of work, class record books, mark books, record of the homework set, pupils work examples	Current academic year, plus one year
SEN information, EHC plans, communication	DOB of pupil plus 31 years
Correspondence relating to absence Authorised and unauthorised	Current academic year plus 2 years
Pupils work	Returned to pupils at end of year, or retained for current year, plus one year
Curriculum returns	Current year, plus 3 years
Parental consent forms where no accident	Until conclusion of trip
Parental consent forms where major accident	DOB plus 25 years (all permission slips for all pupils on trip to be held)
Public Examination results	Added to pupil record
Admissions appeal (where unsuccessful)	Resolution of case plus 1 year
Examination papers	Until appeals/validation process has been completed
Financial information relating to school trips	Whilst the pupil remains at School, plus one year
Self-evaluation forms – internal moderation	Current academic year, plus one year
Self evaluation forms – external moderation	Retained until superseded
School Census Returns	Current year plus 5 years
Correspondence – if not on pupil file	Date of correspondence + 3 years



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Your rights

You have the following rights with regard to your personal information:

Right to be informed – You have the right to know the following:

- what information we intend to collect,
- why we need your information,
- the lawful basis under which we can process your information,
- how we will process your information,
- whether we share your information,
- who we might share your information with,
- your rights until the law,
- how long we will retain your information and how you can contact us.

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

Access to your information

If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make a Subject Access Request (SAR) and receive a copy of your personal information, contact

Head Teacher, Manor Primary School, Briar Avenue, Streetly, Sutton Coldfield, B74 3HX – head@manor.walsall.sch.uk.

Please be aware we may need you to provide appropriate identification e.g Driving Licence, Passport. We should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Rectification of your information – If it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

Erasure of your information – In cases where the information we hold about you is no longer required in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

The Right to Restrict processing –You can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information but you do not want us to delete the information. In addition you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence. Following investigation, if it is determined that the right to restrict processing should not apply the School will inform you of reasons for this before the restriction is lifted.



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Right to Data Portability - if lawful basis for processing is performance of a contract or consent you have the right to request that information be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following:

- If you want the information handed to you.
- If you would like the information transferred directly to the public authority or other controller.

Right to Object – If you object to the School using your information in the ways detailed about we will cease to process your information unless we can show there are legitimate reasons which override your interests

Whether or not you have legitimate grounds to object to processing of your information, the School will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

Manor Primary School Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the GDPR, how the School uses your information, or you wish to make a complaint about how we have processed or utilised your data, Paul Withers will be able to help. How to contact our DPO:

Contact Address:

Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)
Walsall Council. Darwall Street
Walsall. WS1 1TP

Email Address: Informationmgmt@walsall.gov.uk

Contact Telephone Number: 01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO

Address:

Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow. Cheshire
SK9 5AF

Email Address:

Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

Telephone Numbers:

Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.

Calling from outside the UK +44 1625 545 745.