

GEORGE ROMNEY JUNIOR SCHOOL

Privacy Notice (How we use pupil information)

Who processes your information?

George Romney Junior School is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which, any personal data relating to pupils and their families is to be processed. Marion Smith acts as a representative for the school with regard to its data controller responsibilities and can be contacted on 01229 463002 or admin@grjs.cumbria.sch.uk.

In some cases, your data will be shared with a third party processor; however, this will only be done with your consent unless the law requires the school to share your data. Where the school shares data with a third party processor, the same data protection standards that George Romney Junior School holds are imposed on the processor.

Mrs. Julia Greaves is the data protection officer. Her role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01229 or admin@grjs.cumbria.sch.uk.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, pupil premium)
- Attendance information i.e. number of absences and absence reasons
- Medical information
- SEND information
- Accident information
- Safeguarding information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behavioural information including exclusions
- Assessment information
- Historical information (previous school)
- Family arrangements.
- Photographs
- Voice and video recordings
- CCTV footage.

Collecting Pupil Information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

Why we collect and use this information

George Romney Junior 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 DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and 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 services
- to comply with the law regarding data sharing
- to comply with Health & Safety law.
- to promote our school
- to safeguard our pupils
- for data collection purposes.

Storing Pupil Data

Personal data relating to pupils at George Romney Junior School and their families is stored in line with the school's GDPR Data Protection Policy and our Records Management Schedule.

In accordance with the GDPR, the school does not store personal data indefinitely but only for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. George Romney Junior School is required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children by

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

George Romney Junior School will not share your personal information with any third parties without your consent unless the law allows us to do so. The school routinely shares pupils' information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Education Welfare Officer
- Social Care and health professionals
- Cumbria Constabulary
- Online payment providers
- Online school visits management system
- Online education sites
- Online rewards site.

What are your rights?

In relation to the processing of their personal data, parents and pupils have the right to:

- be informed about how George Romney Junior School uses their personal data
- object to processing of personal data this is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- request that the processing of your data is restricted
- object to decisions being taken by automated means
- request that personal data is rectified, blocked, erased or destroyed if it is inaccurate or incomplete
- request access to the personal data that the school holds
- request that your personal data is erased where there is no compelling reason for its continued processing
- claim compensation for damages caused by a breach of the Data Protection Regulations.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

To make a request for your personal information, or be given access to your child's education record, contact Mrs. Julia Greaves (DPO) or Mrs. Marion Smith (Office Manager) on 01229 463002 or e-mail admin@grjs.cumbria.sch.uk.

If you have a concern about the way either 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 (ICO) on 0303 123 113 or <https://ico.org.uk/concerns>.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs. Julia Greaves or Mrs. Marion Smith as above.

