



MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you provide us with information about you, your child or other family members.

Manor Junior School is the data controller of the personal information we process, unless otherwise stated. This means the school determines the purposes for which, and the manner in which, any personal data relating pupils and their families is to be processed.

In some cases, your data will be outsourced to 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 outsources data to a third-party processor. The same data protection standards that Manor Junior School upholds are imposed on the processor.

Our Data Protection Officer will oversee and monitor the school's data protection procedures and ensure we remain compliant with the General Data Protection Regulation and Data Protection Act 2018.

The data protection officer can be contacted via email dpo@manor-j.bardaglea.org.uk

What is personal information?

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

The categories of 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special educational needs (SEND)
- Behavioural information – e.g. number of temporary exclusions

What is 'Special Category' personal information?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

Why we collect and use your information

We use the pupil data:

- 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 safeguard pupils

The lawful basis on which we use this information

Manor 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, Local Authority and/or Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.

Generally, we collect and use personal information where:

- you have given consent
- you have entered into a contract with us
- it's necessary to perform our statutory duties
- it's necessary to protect someone in an emergency
- it's required by law (e.g Education Act 1996)
- It's necessary for legal cases
- It's necessary for archiving, research or statistical purposes

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 and explicit information with regards to the reasons the data is being collected and how the data will be used.

If we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact our data protection officer by email:

dpo@manor-j.bardaglea.org.uk

How long is your data stored for?

We hold data relating to pupils at Manor Junior School and their families in line with the school's data retention policy and in compliance with the GDPR and Data Protection Act 2018.

Who we share pupil information with

Manor Junior 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. Manor Junior School are 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 in England 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. To contact DfE: <https://www.gov.uk/contact-dfe>

The Manor Junior School routinely shares pupil's information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the National Health Service (NHS)
- the school nurse

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

Your Rights

Your right of access

You have the right to ask us for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information we process for example if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured. If we can't give you some or any of the information, we'll tell you why.

To make a request for your personal information, or be given access to your child's educational record, please contact dpo@manor-j.bardaglea.org.uk clearly stating:

- Your name and contact details
- The Information you want
- Any details or relevant dates that will help us process your request.

You also have the right to:

- object to processing of personal data in some circumstances.
- 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

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/>

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- www.aboutcookies.org
- www.allaboutcookies.org

Contact

If you have any queries about how your personal information is handled contact our Data Protection Officer at dpo@manor-j.bardaglea.org.uk

For independent advice about data protection, privacy and data sharing issues, you can also contact the Information Commissioner's Officer at:

Information Commissioner's Officer
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk
www.ico.org.uk