

Privacy Notice

The Data Controller

King Edward Primary School is the data controller of the personal information you provide to us and as such is registered with the Information Commissioner's Office (Z5043477). This means the school determines the purposes for which and the manner in which any personal data is to be processed. Your privacy and rights under the General Data Protection Regulations (GDPR) May 2018 are important to us as a school and we will always treat your data with respect to ensure it is handled and stored securely.

What data do we hold?

We hold both personal and special category data as defined by the GDPR. We hold data for a number of data subjects including pupils, parents, personnel, governors, agency staff, volunteers, job applicants and visitors to the school. The information we hold for each data subject varies (e.g. different information is held for staff compared to pupils) but may include data from the following categories: identity, contact, social characteristics, economic, medical, attendance, education, employment. We also hold criminal offense data for staff, governors, agency workers, volunteers and some visitors. The majority of the data we hold is provided by the individual (or parent in the case of pupil data), but may also have been generated in school or obtained from a third party such as a previous school or the Local Authority.

Why do we collect your data?

We have a legal basis for collecting your data and most of the time this is mandatory. The majority of the data we hold for parents and pupils is necessary to fulfil our duties as an education provider as laid out in the Education Act 1996 and Children Act 1989. This is defined by GDPR as 'public task'. Staff and governor data is generally processed as part of our contractual duty under employment law to support and manage employees. Data regarding equality monitoring and staff pre-employment checks are collected as school has a 'legal obligation' to do so in-line with the Equality Act 2010 and Keeping Children Safe in Education 2016. We do not use 'profiling' or make any automated decisions regarding the processing of your data.

How do we store your data?

All data is held with the utmost appreciation for confidentiality. Some paper records are held in offices throughout school and any paper records taken offsite are always returned to school. Much of our data is stored electronically. We have two secure internal servers which are accessible only to school staff and our IT support provider (IT Assist) via personal log-ins. Our servers are backed up remotely to Redstor, a GDPR compliant data management service platform. This is a secure offsite back-up and is in-line with statutory guidelines on disaster recover.

As part of our day-to-day operations, school uses a number of online software providers. While they do not have any rights to your data, they do store some limited data externally on their own secure servers. All have confirmed their compliance with GDPR through their Privacy Policy or Terms of Service. These providers include:

- Childcare Connect Pro - Out of School Club information management system
- CPOMS - pupil behaviour tracking
- Education City - Educational software
- Edukey - pupil intervention tracking
- Emerge - pupil registration application
- G Suite for Education - Google service including Docs, Sheets, Slides, Classroom, Sites, Vault and Admin Console (King Edward domain)
- Lexia - Educational reading software
- Perspective - staff appraisal tracking
- Reading Cloud by Capita - library book sign-out system
- RM Education / Unify - internet and remote access provider
- Schoolcomms / School Gateway - text messaging service
- Target Tracker - pupil attainment tracking
- VPass - visitor sign-in system

Who do we share your data with?

We are required to share data with some third party bodies on a statutory basis and as part of our routine operations. We only share the data that is relevant and necessary and in-line with the function of the third party. GDPR defines these third parties as 'data processors' although they may also be 'data controllers' in their own right and all adhere to the principles of GDPR.

We routinely share data with the following:

- Department for Education - Processes pupil information including census data
- North Tyneside Council / other Local Authorities - Enlisted by school to undertake services e.g. admissions, catering services, education welfare, HR, payroll etc
- NHS (and School Health Team) - Act as liaison/advice regarding staff and pupils
- Other schools - Feeder schools receive pupil data as part of the admissions process
- IT Assist - IT support provider
- Cool Milk - School and Nursery milk supplier
- Schools Advisory Service - Staff absence insurance provider
- Family, associates and representatives of the data subject
- Legal bodies - police forces, courts
- Current, past or prospective employers

When might we ask for your consent?

Where no other legal basis for collecting or sharing your data applies, we will ask your consent. We only rely on consent for taking and publishing pupil images. Consent can be withdrawn at any time in writing to the school office. Where consent is withdrawn, this will not affect data already in use but will apply to further processing. An example of third parties we may seek your consent to share information with include:

- School photographer - Graham Rose Photographers
- After school club providers - Football Fitness Education, LP in Education, Access Coaching, Forested, Lingotots Ltd, Schools Studio Initiative
- Tapestry - online Early Years Learning Journal
- Social media / applications - Facebook, Twitter, PicCollage, Seesaw

What are your rights?

You have the right to be informed about what data we hold on you as is the purpose of this Privacy Notice. You also have the right to:

- Request access to your personal data (Subject Access Request)
- Request the rectification / correction of any data that is inaccurate or incomplete
- Request that your personal data is erased or 'forgotten'
- Request that processing of your personal data is restricted / limited
- Make a 'data portability' request to transfer your data to a different service
- Object to your data being processed

Please be aware that each of these rights is only applicable under certain circumstances. For example, your data cannot be erased if it is required to comply with our legal obligation or performance of our public task. More detail can be found in our Data Protection Policy.

How long do we keep your data?

We do not keep your data indefinitely. Data is only stored as long as is necessary to complete the task for which it was originally obtained. Your data is then securely erased or shredded in-line with retention guidelines. Paper documents are destroyed by Shred-It, a British Security Industry Association Limited accredited company.

Further information

Sarah Parnaby (Business Manager) acts as a representative for the school with regard to data controller responsibilities and can be contacted on 0191 2006337 or sarah.parnaby@kingedward.org. If you would like to discuss the content of this privacy notice, please contact Sarah in the first instance.

Alternatively, you contact our Data Protection Office, Wendy Rochester, who is employed by North Tyneside Council and can be contacted on 0191 6432333 or DPO.Schools@northtyneside.gov.uk.

If you have a concern about the way we are collecting or using your personal data and you have already spoken with our school and Local Authority representatives, you can raise your concern with the Information Commissioner's Office at <http://ico.org.uk/concerns/>.

This Privacy Notice gives an overview of the data we hold in school. To see our full data map showing how we process each data item, please click [here](#).