



# St Anne's C of E (Aided) Primary School

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Head Teacher: **Mrs C Middleton B.Ed. AG Dip**

*To develop the whole child; spiritually, mentally and physically in a caring, Christian environment through close links to Church and community.*

June 2021

Dear Parent/Carer

## **IMPORTANT INFORMATION THAT REQUIRES YOUR ATTENTION**

### **Re: Changes to Data Protection Law**

You may be aware that from May 2018, the rules around data protection changed. The 'General Data Protection Regulation' (GDPR) changed how we can use your personal data and keep it safe, and also strengthened your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe.

As part of our work to comply with the GDPR, we have to seek consent for using photographs and recordings of your child on our website, internal displays or other school materials.

*In addition to this we need to request consent to send you any information regarding the school, for example fairs and other fundraising events, as under the new legislation this is considered as marketing materials.*

Please find attached a Privacy Notice which explains in greater detail how we use parents and pupil information and also various forms which require signed consent from yourselves.

If you have any questions about how the GDPR affects you, you can contact Mrs Matthews, Business Manager at the school or myself.

Yours sincerely

**Mrs C Middleton**  
**Head Teacher**





## Privacy Notice – How we use Parents and Pupils Information

Schools hold information on parents in order to run the school system, and in doing so have to follow the Data Protection Act 1998 and the new set of regulations from May 2018 called the General Data Protection Regulations or GDPR. This means, among other things, that the data we hold about our parents must only be used for specific purposes allowed by law. Please find below information relating to the types of data we hold, why that data is held and to whom it may be passed on to.

The school holds information on parents in order to support the teaching and learning of their children. This information includes contact details.

### **Our contact details**

St Anne's C of E (A) Primary School, Worksop, Nottinghamshire, S80 1NQ

### **The categories of parent's information that we collect, hold and share include:**

- Personal information (such as name, address, telephone numbers, email addresses and National Insurance number – NI)
- Relationship to the child

### **Why we collect and use this information**

We use the parent data:

- To keep you informed on how your child is progressing
- To contact you in cases of an emergency
- To support pupil learning
- To access the quality of our services
- To comply with the law regarding data sharing
- To apply for funding to support learning

### **Collecting parent information**

Whilst the majority of the information you provide us with is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent information to us or if you have a choice in this.

### **Storing parent data**

We hold parent data for your child's time within the education system and this can be held from the date of birth of the child plus 25 years.

### **Why we share parent information**

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

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

- Personal information (such as name, date of birth)
- Unique pupil reference numbers
- Assessment data
- Medical information
- Dietary needs
- Ethnicity
- Religion
- Safeguarding information
- Images
- Accidents and Incidents
- Behaviour

## **Why we collect and use this information**

We use the pupil data:

- To monitor and support pupil learning
- To comply with the law regarding data sharing
- To apply for funding to support learning
- To safeguard your child
- To administer medication
- To provide a meal provision including dietary and religious needs
- To provide access to resources
- To record Accidents and Incidents
- To monitor and support behaviour

## **Who we share pupil information with**

We routinely share pupil information with:

- Local Authorities
- Department for Education (DfE)
- NHS – Health
- Service providers for school trips
- Children & Young People Services
- Health & Safety Executive (HSE)

## **Requesting access to your personal data**

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, please contact the School Business Manager, Mrs Matthews, in the first instance. The school is in the process of appointing a Data Protection Officer (DPO) and this information will be shared in due course.

## **The GDPR gives you rights as a data subject. You have:**

1. The right to request from us access to your personal data;
2. The right to request from us rectification of your personal data;
3. The right to request from us erasure of your personal data;
4. The right to request from us restriction of processing your personal data;
5. The right to object to our processing of your personal data;
6. The right of data portability;
7. If we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO

## **Contact:**

If you would like to discuss anything in this privacy notice, please contact: Mrs Middleton and the DPO thereafter.