



Schedule 1 of Data Protection Policy

A) Privacy Notice for Parents and Carers at Hatherop CofE Primary School

Hatherop CofE Primary School is a Data Controller for the purpose of the General Data Protection Regulation (GDPR). This means we collect information from you and may receive information about you. *Please see our separate privacy notice for information relating to pupils.*

Why do we collect and use your information?

We collect and use your information for the following reasons:

- Keep your child safe and healthy
- Support their teaching and learning
- Monitor, report and share progress and achievements
- Assess how well we, as a school, are doing
- To comply with the law regarding sharing data

Which data is collected?

The information we collect and hold includes your:

- personal details (such as name, address, daytime contact method)
- personal characteristics (such as employment, marital status)
- attendance information (such as meetings in school)
- additional contacts
- family details
- payment details (such as for school lunches, trips and events)

The lawful basis on which we use this information

We collect and use information to act in the public interest when providing education, if required to comply with our legal obligations and to meet our legitimate interests (such as facilitating the efficient operation of the School including payments).

Most of the information you are required to provide the School is mandatory, however, some is provided on a voluntary basis. In order to comply with the GDPR, we will let you know if the information is required or whether it is voluntary.

Why we share information

We are required by law to pass some information to the Local Authority, the Department for Education, safeguarding authorities and whichever school your child attends after leaving us.

We will also need to share data with third parties, such as our external payment service provider (currently Parent Pay). Otherwise, we will not give information about you to anyone outside the School without your consent unless the law, or our procedures, allow us to.

How long is your data stored for?

We will hold your information for up to six years after the last of your children/cared for children leaves the School.

Requesting access to your personal data and other rights

To make a request for the personal information about you that we hold and/or share, please contact the School office.

You also have the right to:

- request that your personal data is amended if it is inaccurate or incomplete or erased where there is no compelling reason for its continued processing
- object to your personal data being processed
- withdraw consent where the processing of your data is based on your consent.

Further Information

If you require more information about how the Local Authority or Department for Education store and use your information, then please go to the following websites or contact them by post or email:

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices>

OR

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information

CYP Systems Support Team
ICT Service
Gloucestershire County Council

Quayside House
Quay Street
Gloucester. GL1 2TZ

Website: www.gloucestershire.gov.uk

Email: cypdsupport@gloucestershire.gov.uk

Public Communications Unit
Department for Education

Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Website: www.education.gov.uk

Telephone: 0370 000 2288

If you have a concern about the way we are collection or using your personal data, we ask that you raise your concern with the School office in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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March 2021



B) Privacy Notice for Pupils at Hatherop CofE Primary School

Hatherop CofE Primary School is a Data Controller for the purpose of the General Data Protection Regulation (GDPR). This means we collect information from you and may receive information about you.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- Keep you safe and healthy
- Support your teaching and learning
- Monitor, report and share your progress and achievements
- Assess how well we are doing
- To comply with the law regarding sharing your data

Which data is collected?

The information we collect and hold includes your:

- personal details (such as name, unique pupil number, address, curriculum assessment and results)
- personal characteristics (such as ethnic group, nationality, special needs, free school meal allowance and relevant medical information)
- attendance information (such as sessions attended, number of absences and reasons)

The lawful basis on which we use this information

We collect and use information to act in the public interest when providing education, if required to comply with our legal obligations and to meet our legitimate interests (such as facilitating the efficient operation of the School).

Most of the information you are required to provide the School is mandatory, however, some is provided on a voluntary basis. In order to comply with the GDPR, we will let you know if the information is required or whether it is voluntary.

Why we share information

We are also required by law to pass some information to the Local Authority, the Department for Education, safeguarding authorities and whichever school you attend after leaving us. But we will not give information about you to anyone outside the School without your consent unless the law, or our procedures, allow us to.

How long is your data stored for?

We will hold your information for up to six years after you leave the School.

Requesting access to your personal data and other rights

To make a request for the personal information about you that we hold and/or share, please contact the School office.

You also have the right to:

- request that your personal data is amended if it is inaccurate or incomplete or erased where there is no compelling reason for its continued processing
- object to your personal data being processed
- withdraw consent where the processing of your data is based on your consent.

Further Information

If you require more information about how the Local Authority or Department for Education store and use your information, then please go to the following websites or contact them by post or email:

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices>

OR

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information.

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C) Privacy Notice for staff at Hatherop CofE Primary School

Hatherop CofE Primary School is the Data Controller for the purposes of the General Data Protection Regulation.

Why do we collect and use your information?

We collect and use your information for the following reasons:

Personal data is held by the School about those employed or otherwise engaged to work at the School. This is to assist in the smooth running of the School and enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up
- Informing the development of recruitment and retention policies
- Allowing better financial modeling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teacher Review Body

Which data is collected?

This personal data includes:

- Personal identifiers (such as name, national insurance number, employee and/or teacher number)
- Characteristics (such as ethnicity, gender, age)
- Contract information (such as remuneration details, post, DBS, medical details)
- Absence information (such as number of absences, reasons for absence)
- Qualifications (such as subjects and levels)

The lawful basis on which we use this information

We collect and use information to act in the public interest when providing education, if required to comply with our legal obligations and to meet our legitimate interests (such as facilitating the efficient operation of the School).

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

Why we share personal information

In particular, we are required by law to pass on some personal data to:

- the Local Authority
- the Department for Education

under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We will not give information about you to anyone without your consent unless the law and our procedures allow us to.

How long is your data stored for?

We hold school workforce data for a retention period of 6 years following the end of employment at Hatherop CofE Primary School.

Requesting access to your personal data and other rights

To make a request for your personal information that we hold and/or share, please contact the School office.

You also have the right to:

- request that your personal data is amended if it is inaccurate or incomplete or erased where there is no compelling reason for its continued processing
- object to your personal data being processed
- withdraw consent where the processing of your data is based on your consent.

Further Information

If you want to discuss anything in this privacy notice in greater detail please contact: Kate Roberts (kroberts@hatherop.gloucs.sch.uk).

If you require more information about how the Local Authority and/or Department for Education store and use your data shared please go to either of the following websites or contact them by post or email:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/privacy-notice/>

OR

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

ICT Service Application Support
Gloucestershire County Council
Block 4 First Floor
Shire Hall
Westgate Street
Gloucester. GL1 2TP

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: www.gloucestershire.gov.uk
Email: cypdsupport@gloucestershire.gov.uk

Website: www.education.gov.uk
Telephone: 0370 000 2288

If you have a concern about the way we are collection or using your personal data, we ask that you raise your concern with the School office in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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D) Privacy Notice for Volunteers at Hatherop CofE Primary School

Hatherop CofE Primary School is the Data Controller for the purposes of the General Data Protection Regulation.

Why do we collect and use your information?

Personal data is held by the School about volunteers (including Governors) at the School. This is to assist in the smooth running of the School and ensure appropriate safeguarding steps are complied with.

Which data is collected?

This personal data includes:

- Personal identifiers (such as name and contact details)
- Characteristics (such as ethnicity, gender, age)
- Engagement information (such as meetings attended and roles & responsibilities)
- DBS results (where applicable)

The lawful basis on which we use this information

We collect and use information to act in the public interest when providing education, if required to comply with our legal obligations and to meet our legitimate interests (such as facilitating the efficient operation of the School).

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

Why we share personal information

We will not give information about you to anyone without your consent unless the law and our procedures allow us to.

How long is your data stored for?

We hold school workforce data for a retention period of 6 years following the end of your volunteering at Hatherop CofE Primary School.

Requesting access to your personal data and other rights

To make a request for your personal information that we hold and/or share, please contact the School office.

You also have the right to:

- request that your personal data is amended if it is inaccurate or incomplete or erased where there is no compelling reason for its continued processing
- object to your personal data being processed
- withdraw consent where the processing of your data is based on your consent.

Further Information

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Kate Roberts (kroberts@hatherop.gloucs.sch.uk).

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<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/privacy-notices/>

OR

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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Email: cypdsupport@gloucestershire.gov.uk

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Department for Education
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Policies reviewed by F&GP committee in March 2021 and approved by Full Governing Board in March 2021
Next review due March 2023.