

UK GENERAL DATA PROTECTION REGULATION (GDPR)

STATEMENT

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be ‘processed fairly & lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that an individual’s data should not be processed without their knowledge but only with their ‘explicit’ consent. GDPR covers personal data relating to individuals. Glade Primary School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents’, visitors’ and staff personal data.

The General Data Protection Regulation gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly

Glade Primary School is registered with the ICO (Information Commissioner's Office)

Who This Privacy Notice Applies to?

Glade Primary School is deemed to be the “data controller” for all personal information processed by staff, students and suppliers – (as defined in UK general data protection legislation).

The School is situated in Atherton Road, Clayhall, Essex IG5 0PF.

What is 'personal information'?

Personal information is information that the School collects about staff, pupils and parents. This includes information such as name, date of birth, National Insurance Number, address as well as exam results, medical details, nationality and behaviour records. The School may also record religion and ethnicity.

How and why does the School collect personal information?

The School collects and / or processes substantial volumes of personal data on students and those related to them as well as on staff. A pupil’s previous school will pass on personal information that is kept by the school. We obtain other information from pupils, parents, and teachers. On occasion, the School may also obtain information from doctors and other professionals

CCTV, photos and video recordings of pupils are also considered to be ‘personal information’. The School collects this information to help it run properly and safely.

Here are some examples:

- The School will need to advise Teaching and some Support staff if a pupil is allergic to something or may need extra help with some tasks.
- The School may need to report some information to the Government (including information regarding UK Visas and Immigration) and to secondary schools.
- The School may need to share information with the police or legal advisers if something goes wrong, or to help with an enquiry.
- The School will share some information with its insurance company.
- Where it is fair, the School may share pupil academic and behaviour records with their parents or education guardian so that it can support the pupil's schooling.
- The School uses photographs or videos of pupils for teaching purposes. Photographs and videos may also be used on the School's website, or in the School Prospectus and other marketing materials.
- The School publishes its SATS results, sports fixtures and other news on the School website. Articles and photographs may also appear in the local news.
- The School will retain contact details for both pupils and parents.
- The School uses CCTV around the site and at the Pedestrian and Vehicle entrances to keep students and staff safe and to maintain the security of the site.
- We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

All "personal data" and/or "special category data" (as defined in the legislation) is processed in order to provide education for students and associated services. All processing is conducted in accordance with current laws/regulations.

The School may share data with third parties in the provision of its services, for example (but not exclusively): catering, IT software, administration or to fully utilise school buildings by hiring them to outside organisations.

It may be necessary to share data with other public authorities as may be required by law or to prevent harm to the individual. The school does not accept liability for any processing by any third party outside the school .

The school collects and or processes substantial volumes of personal data on students and those related to them as well as staff. Data is retained as long as it is relevant to the reasons for collection. Some data is collected for government statistics. Certain data is retained for a period dictated by statute. All feasible security measures are in place. All destruction of data (whether manual or electronic) is by secure means.

Where consent may be required for processing, such consent will be sought at the time.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information about with which third party organisations (and for which project) pupil level data has been shared, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

London Borough of Redbridge: <http://www.redbridge.gov.uk> or

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

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you.

If you wish to request a copy of your data, please do so by writing to /emailing the School Data Protection Officer Rachel Banks (LBR) at Rachel.Banks@redbridge.gov.uk

Please include enough information to enable us to identify you and to search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the School in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

Information Commissioner's Officer

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 01625 545 745

Fax: 01625 524 510

www.ico.org.uk