

Tacolneston CE Primary Academy
Norwich Road
Tacolneston
Norwich
NR18 9TS

Morley CE Primary Academy
Deopham Road
Morley St Botolph
Wymondham NR16 1AL

Tel: 01508 489336
Email: tacolneston@tacmor.stbenets.org

Tel: 01953 602397
Email: morley@tacmor.stbenets.org

GDPR privacy notice for pupils and their families

Who processes your information?

Tacolneston & Morley CE Primary Schools Federation is the data controller of the personal information you provide to us. This means the Federation determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Data Protection Education (DPE) act as a representative for the Federation with regard to its data controller responsibilities; they can be contacted on 0800 0862018 info@dataprotectioneducation.com.

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 Tacolneston & Morley CE VA Primary Schools Federation upholds are imposed on the processor.

DPE is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0800 086 2018 or info@dataprotectioneducation.com or, if you prefer through the Federation office managers: tacolneston@tacmor.stbenets.org or morley@tacmor.stbenets.org.

Why do we collect and use your information?

Tacolneston & Morley CE Primary Schools Federation 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, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To protect pupil welfare
- To enable communications and online payments

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

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.

How long is your data stored for?

Personal data relating to pupils at Tacolneston & Morley CE Primary Schools Federation and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Tacolneston & Morley CE Primary Schools Federation is 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.

Tacolneston & Morley CE Primary Schools Federation will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Our Trust, St Benets MAT
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g. Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities, voluntary organisations and volunteers
- Police forces, courts, tribunals
- Professional bodies e.g. other schools, colleges and universities
- PGCE students and trainee teachers whilst on placement in our school

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Tacolneston & Morley CE VA Primary Schools Federation uses your personal data.
- Request access to the personal data that Tacolneston & Morley CE VA Primary Schools Federation holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.

- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Tacolneston & Morley CE Primary Schools Federation and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.robertkett.net or view our Data Protection Policy.