**GDPR privacy notice for pupils and their families**

Schools are required to inform pupils and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities they can be contacted on dpo@sigmatrust.org.uk.

**Why do we collect and use your information?**

Monkwick Junior School 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 & 9 of the GDPR | * Education Act 1996 |
| * Regulation 5 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 their learning | * To monitor and report on progress |
| * To provide appropriate pastoral care | * To assess the quality of our service |
| * To comply with the law regarding data sharing | |

**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 and examination 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. Where the school outsources data to a third party processor, the same data protection standards that Monkwick Junior School upholds are imposed on the processor.

**How long is your data stored for?**

Personal data relating to pupils at Monkwick Junior School and their families is stored in line with the Trust’s GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share pupils’ data with the DfE on a statutory basis, this includes the following:

|  |  |
| --- | --- |
| * Personal information – e.g. names 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 and examination information – e.g. national curriculum assessment results |
| * Information relating to SEND | * Behavioural information – e.g. number of temporary exclusions |

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections 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. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils’ information with:

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier** | **Reason for sharing** | **Supplier** | **Reason for sharing** |
| **Attendance Solutions** | Pastoral Care | **Schools within The Sigma Trust** | Curriculum Delivery |
| **SchoolComms** | Parent/Carer Communication | **NHS Partnership Trust (EPUT) & Provide** | Health Care |
| **Parent Pay** | Cashless Payments | **Schools that students attend after leaving us** | Pastoral Care + Curriculum Delivery |
| **Accelerated Maths/Reader** | Curriculum Delivery | **Van Col Photographers** | Pastoral Care |
| **Colchester Lions Club** | Student name only for end of year 6 gift | **Class DoJo** | Parent/Carer Communication |
| **Times table Rockstars** | Curriculum Delivery | **Premier League Primary Stars** | Curriculum Delivery |
| **iTrack (Wonde)** | Value added and contextual analysis | **Wonde G Suite - Single sign on** | Curriculum Delivery |

The information that we share with these parties includes the following but not all information indicated is shared with all third

party groups:

* Personal information – e.g. names and addresses
* Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
* Attendance information – e.g. number of absences and absence reasons
* Assessment and examination information – e.g. national curriculum assessment results
* Relevant medical information
* Information relating to SEND
* Behavioural information – e.g. number of temporary exclusions

You have the right to:

* Be informed about how Monkwick Junior School uses your personal data.
* Request access to the personal data that Monkwick Junior School 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 we are collecting or using your personal data, you can raise a concern with the Information Commissioner’s Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <http://www.monkwickjunior.co.uk>