

Colegrave Primary School Privacy Notice

What information do we collect?

Colegrave Primary School process data relating to the pupils and parents that attend, will attend or have attended the School. The data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- name and contact details;
- date of birth;
- health and/or other medical information;
- information in connection with education (included but not limited to unique pupil numbers, test results, and other records);
- attendance information;
- behavioural and disciplinary information;
- free school meal eligibility;
- safeguarding information (such as court orders and professional involvement)
- information received in connection with any complaint;
- personal characteristics, such as:
 - nationality and ethnic group;
 - religion;
 - first-language;
 - any special educational needs;
 - any relevant protected characteristics.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about:

- Race, ethnicity, religious beliefs and sexual orientation
- Health, including any medical conditions, and sickness records

Why do we collect this data?

The purpose of collecting this data is to allow Colegrave Primary School to operate and to comply with any legal obligations.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to ensure the proper management of school trips and afterschool clubs and activities
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Our lawful basis for using this data

Colegrave Primary School only uses personal information about you when the law allows us to. One of the following will apply:

- **Legal obligation:** the processing is necessary for the School to comply with the law (not including contractual obligations).
- **Public task:** the processing is necessary for the School to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.
- **Consent:** You have given clear consent for the School to process your personal data for a

specific purpose.

- **Vital interests:** the processing is necessary to protect someone's life.
- **Legitimate interests:** the processing is necessary for an individual's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
- **Contract:** the processing is necessary for a contract the School has with you, or because they have asked you to take specific steps before entering into a contract.

Where you have provided us with consent to use your data, you may withdraw consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify Colegrave Primary Schools use of your data.

Who do we share your personal data with?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

- Central and Local Government – to meet our legal obligations to share certain information, such as safeguarding concerns, assessment information
- Schools that the pupils attend after leaving us
- the Department for Education (DfE)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Your family or representatives
- Health and social welfare organisations
- Professional bodies

How long do we keep your personal data?

Your personal data will be retained in line with our retention policy, details are available on our website www.colegrave.newham.sch.uk

Colegrave Primary School will retain your information only for as long as is necessary for the purposes set out in this notice.

How to access personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that Colegrave Primary School holds about you. To make a request please complete a Subject Access Request form which can be found on our website www.colegrave.newham.sch.uk and follow the instructions listed.

Your other rights regarding data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Ms Caroline Lane, Schools Data Protection

Administrator, Colegrave Primary School, Henniker Road, Stratford E15 1JY or email her on info@colegrave.newham.sch.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the school in the first instance.

To make a complaint, please contact our data protection officer at: dpo@npw.uk.com

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF