



Hatfield Peverel Infants School  
Data Protection and Privacy Statement

17<sup>th</sup> January 2022

Headteacher: Mrs Mary Gurr

Chair of Governors: Mr John Guy

## **Data Protection Summary**

Hatfield Peverel Infant School collects and processes personal data about pupils and parents, staff, governors and others who enter the school. The school has a duty to be registered as a 'Data Controller' with the Information Commissioners Office (ICO), detailing the data that we collect and for what purpose. Further information about the ICO can be found on their website; [www.ico.gov.uk](http://www.ico.gov.uk)

This policy relates to the Data Protection Act 1998 along with the General Data Protection Regulations (GDPR) and other legislation that is currently in place. It is in force to ensure that all personal information relating to a natural living person is processed fairly and securely. It applies to all information that we hold including paper files and electronic documents. All school staff involved in the collection and processing of this data are aware of this policy and therefore are aware of their responsibilities.

### **The categories of pupil information that we collect and process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

### **Why we collect and use pupil information:**

The information that we collect enables us to provide an education for all of our pupils. We also have a legal requirement in order for the school to carry out their statutory 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 care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

## Principles:

The General Data Protection Regulation (GDPR) consists of a set of 8 principles that sets out the good management of data handling and as a school we must abide by and enforce. These are:

- Personal information must be processed lawfully and fairly in a transparent manner
- Personal information must be collected for specified, explicit and legitimate purposes
- Personal information must be adequate, relevant and limited to what is necessary
- Personal information must be accurate and, where necessary, kept up to date
- Personal information must be kept for no longer than is necessary
- Personal information must be ensures appropriate security
- Personal information must be demonstrate compliance with the principles

Hatfield Peverel Infants School is committed to abiding by the above eight principles and as such we are taking the following actions:

- To only collect and process necessary personal information that is required for the school to carry out statutory duties
- To ensure transparency by informing individuals of what data is being collected, why this is and when
- To ensure the accuracy and quality of all personal data held
- To ensure that all personal information is stored securely with the appropriate safeguards in place
- To only share data when we have a lawful reason to do so, or we have the appropriate consent
- To ensure that personal data is destroyed appropriately in line with the recommended retention schedule
- To ensure the continued training of all staff with regards to Data Protection

## Complaints

Complaints will be dealt with in accordance with our school's complaints policy and any complaints regarding the collection and use of personal data may be referred to the Information Commissioners Office (ICO).

### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the head teacher, Mrs Gurr or our Independent DPO (Data Protection Officer) Lauri Almond at Essex County Council [igs@essex.gov.uk](mailto:igs@essex.gov.uk) All requests will need to be in writing.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

### Review

This policy will be reviewed annually by the Head teacher along with governing body and school staff.

The next review date is 31<sup>st</sup> January 2023