

GDPR Privacy Notice - Brisbane Park Infant School

What is personal data?

Personal data is any information that can identify a living individual.

At Brisbane Park Infant School we decide how we need to use any personal data which you provide to us. Brisbane Park Infant School is the data controller of the personal information you provide to us. It may be necessary at times to give your data to a third party processor, however, this will only be done with your consent unless the law requires the school to share your data.

We collect and use personal data relating to pupils and their families, we may receive information from previous schools, the local authority or the department of education. We collect and use this personal data in order to meet legal requirements set out in the General Data Protection Regulation and UK law, including those in relation to the following:-

- Article 6 and Article 9 of the GDPR*
- Education Act 1996*
- Regulation 5 of The Education (information about individual pupils) 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 support and monitor assessment and report on all pupils*
- To provide appropriate pastoral care*
- To assess the quality of our service*
- To comply with the law about data sharing*
- To safeguard pupils*

Data we collect: -

- Personal information - e.g name, pupil numbers, addresses, dob*
- Characteristics - e.g. language nationality*

- Attendance information
- Assessment information
- Medical information that is relevant
- Information relating to SEND
- Behaviour information

Most of the personal data we ask for is mandatory, some is voluntary. When collecting data we will inform you whether you are required to provide this data or if your consent is needed. Where consent is needed you will be provided with specific and explicit information regarding the reasons the data is being asked for and how this data will be used.

Data is only stored as long as deemed necessary and then will be destroyed accordingly.

Brisbane Park Infant School has a statutory requirement to share pupil's data with the department of education. The national pupil database (NPD) is managed by the DfE.

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

You have the right to

- Be informed how we use your personal data
- Request access to personal data we hold
- Request personal data is amended if it is inaccurate or incomplete
- Request your personal data is erased where there is no compelling reason for its continuing processing
- Request that personal data processing is restricted
- Object to personal data being processed
- Where the processing of your personal data is based on your consent, you have the right to withdraw this consent at any time.

The senior member of staff appointed as our data protection officer is

Mrs Kathy Muldoon.

If you would like more information please visit our school website and download our GDPR policy.

If you have a concern about the way Brisbane Park Infant School and/or the DfE is collecting and using your personal data you can raise a concern with the Information Commissioners Office (ICO) 03031231113 Mon - Fri 9 am -5 pm