



GDPR PRIVACY NOTICE FOR STUDENTS AND THEIR FAMILIES

Who processes your information?

Greenways Primary Academy is the data controller of the personal information that you provide to us. This means the academy determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

Mrs C Dean is the Data Protection Officer. This role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

Why do we collect and use your information?

Greenways Primary Academy 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 Nursery/Childminder, 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, for example the collection of data for the school census
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

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

- To support student learning
- To monitor and report on student 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 student information that the academy collects, holds and shares include the following:

- Personal information e.g. names, student 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 academy is mandatory, some is provided on a voluntary basis. When collecting data, the academy will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the academy 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 Greenways Primary Academy and their families is stored in line with the academy'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 students in schools in England. Greenways Primary Academy is required by law to provide information about our students 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 students from the NPD 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 NPD is maintained.

Greenways Primary Academy 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 students' information with:

Schools or colleges that the students attend after leaving us

Our local authority, including children's services i.e. social care

The Department for Education (DfE)

School Nurses and the NHS

What are your rights?

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

You have the right to:

Be informed about how Greenways Primary Academy uses your personal data

Request access to the personal data that Greenways Primary Academy 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

Requesting that the processing of your data is restricted

Object to your personal data is 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 should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the school office.