



## Long Mountain CE Primary School and Pre School

**'...let your light shine before others, that they may see your good deeds and glorify your Father in heaven.'** Matthew 5: 15-16

### Privacy Policy

At Long Mountain CE Primary School and Pre School, each policy reflects our Christian ethos and vision. We are an inclusive Church of England school community where each child knows they are loved and valued for who they are and can grow to their full potential.

This policy was written/reviewed in:	May 2024
This policy was adopted by governors on:	May 2024
This policy is due for review in:	May 2026
Signed by the headteacher:	
Signed by the Chair of Governors:	

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils and parents/carers.

Long Mountain CE Primary School is the 'Data Controller' for the purposes of data protection law and our Data Protection Officer is Amanda Wagstaff.

## The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information (such as contact details, contact preferences, date of birth, identification documents)
- Characteristics (such as ethnicity, language, nationality, country of birth, eligibility for free school meals or service premium)
- Medical information (such as any medical conditions, including physical and mental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Results of internal assessments and externally set tests
- Details of any Special Education Needs (such as support received, including care packages, plans and support providers)
- Photographs (such as photos taken in lessons, school trips and on the website)
- Any correspondence sent from the headteacher about a specific child or received from a parent/carer.
- Exclusion information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

# Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

# Our legal basis for using this data

- Legal Obligation – processing is necessary in order to meet the legal requirements set out in the GDPR and UK law:
  - + Article 6 and Article 9 of the GDPR
  - + The Education Act 1996
  - + The Education (Information About Individual Pupils) (England) Regulations 2013
- Public task – processing is necessary to perform a specific task in the public interest
- Vital Interests – processing is necessary to protect someone's life
- Consent – processing has been given consent by the parent/carer. This consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

# How we store this data

Personal data relating to pupils at Long Mountain CE Primary School and their families is stored in line with the General Data Protection Regulations (GDPR).

In accordance with 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.

# Data sharing

We do not share information about pupils with any third party without 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 pupils with:

- Shropshire Council – such as admissions, attendance, special education needs, safeguarding concerns and exclusions, free school meals, health and safety etc. <https://www.shropshire.gov.uk/access-to-information/>
- The Department for Education – to share certain information which determines the amount of funding the school receives. <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- The Standards and Testing Agency - to share test results as well as test papers to be marked externally such as Year 6 SATs tests.
- The National Pupil Database (managed by the DfE) – schools are obliged to submit statutory data for the school census. <https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>
- The NHS and any other health/behavioural professionals and external safeguarding authorities.
- ICT service provider and Capita SIMS
- The pupil's family and representatives – to ensure our current data is accurate.
- Ofsted and Church School Inspectors - to meet our legal obligations to share certain information with them.
- Next school or educational setting
- Health and Safety Executive
- The Parent Teachers Association (PTA) who organise charity school events to raise funds for the school.
- Suppliers and service providers on behalf of the school, these providers also conform to GDPR regulations:
  - + Catering/Cleaning providers
  - + Communication System Provider
  - + Online Payment System Provider
  - + Parents Evening Booking System
  - + School Milk Provider
  - + Online Resource Providers
  - + Data tracking System Provider
  - + Report Writing System Provider
  - + Before/after school club provider
  - + Some educational visit venues require health and safety information about children prior/during the visit e.g. Pioneer Centre
  - + CCTV System Provider
  - + School Photographers – official school photographer or website photographer

# Your rights regarding personal data

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

- Be informed of how we use your personal data
- Request access the personal data we hold.
- Request that your personal data is amended if inaccurate or incomplete.
- Request that your 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.

To exercise any of these rights, please contact our data protection officer.

## Concerns regarding school processing data

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 us in the first instance by contacting our Data Protection Officer:

Amanda Wagstaff, Long Mountain CE Primary School, Worthen, Shropshire, SY5 9HT

**Tel:** 01743 891320

**Email:** [admin@longmountain.shropshire.sch.uk](mailto:admin@longmountain.shropshire.sch.uk)

Alternatively, if you don't feel your concern has been actioned, you can make a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

