

Millquarter Primary School

Millquarter Primary School aims to ensure that all personal data collected about pupils, staff, parents/legal guardians, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This Privacy Notice explains how we collect, store and use personal data about your child and how we are committed to preserving the privacy of all visitors to Millquarter Primary School.

How we use pupil information

The categories of pupil information that we collect, hold and share include:

- ❖ Personal information (such as name, unique pupil number and address)
- ❖ Characteristics (such as relevant medical information, special educational needs information, ethnicity, language, nationality, country of birth and free school meal eligibility)
- ❖ Attendance information (such as sessions attended, number of absences and absence reasons)
- ❖ Assessment Results
- ❖ Photographs

Why we collect and use this information

We use the pupil data:

- ❖ to enable us to look after your child's wellbeing and contact you, or a nominated person, in an emergency
- ❖ to support pupil learning
- ❖ to monitor and report on pupil progress
- ❖ to provide appropriate pastoral care
- ❖ to assess the quality of our services
- ❖ to comply with the law regarding data sharing

The lawful basis on which we use this information

Our main legal bases for using this information are:

- ❖ processing is necessary for the performance of a public task (i.e. in order to provide your child with an education)
- ❖ we are under legal obligation to process this information

Occasionally, we may also use this information where:-

- ❖ you have given your explicit consent for us to process this personal information
- ❖ we need to protect your child's vital interests

Storing pupil data:

To ensure our pupil information is kept safe we have the following controls/limitations in place:

- ❖ the information will not be used for any purpose other than those stated in this notice
- ❖ the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- ❖ the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- ❖ the information will be held, used and shared in accordance with the Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR).

Who we share pupil information with:

- Schools that the pupils attend after leaving us
- Department for Education
- SIMS
- Seesaw
- GL Assessment
- Skoolbo
- Accelerated Reading
- Lexia
- Education City

- Class Dojo
- Approved sporting providers
- Relevant public bodies eg Council

Requesting access to your child's personal data

Under data protection legislation, parents and pupils have the right to make a 'Subject Access Request' to gain access to information about them that we hold. To make a request for your child's personal information, or to be given access to your child's educational record, contact the school.

Millquarter Primary School Website

Millquarter Primary School is committed to preserving the privacy of all visitors to Millquarter Primary School Website. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the "contact us" form. By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts, 1988 and 2003 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011.

Personal information which we collect from you

When you visit our website you may wish to provide certain information about yourself, such as when you complete our "Contact Us" form or via email.

Non-Personal information which we collect

Where you visit our website, certain non-personal data is available to us through our internet service provider. This information may include the IP address from which you access our website, the type of browser used to access our website (Internet Explorer, etc.), the type of operating system used to access our website (Windows, Macintosh, etc.), the "top-level" domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website.

IP Addresses

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website.

Cookies

A cookie is a small file sent to your browser from a Web server and stored on your computer's hard drive to identify you as the user of the website. Many internet sites use cookies. Typically, they are used by the website to identify the person accessing the website to track the person's use of the site and any repeat visits made by that person.

Security

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Act. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

Contacting Us

If you are concerned about how personal data is processed, please do not hesitate to bring these concerns to our attention using the contact details below:

028 79650130