



# Privacy Notice

## September 2024

### Privacy Notice

#### Who we are

We, Monkleigh Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs June Smart who can be contacted via email at [dpo@monkleigh-primary.devon.sch.uk](mailto:dpo@monkleigh-primary.devon.sch.uk)

## What information we process and why

We process personal data relating to learners, parents, staff, volunteers and Governors as part of our relationship with you. Collectively we refer to you all as our Learning Community.

We process personal data so that we can provide education to our learners, and to ensure that we comply with our statutory requirements, fulfil our public tasks and comply with our legal obligations. Personal data about staff is processed mainly on the basis of the contract we have with them. Personal data about Governors and any volunteers is often processed on the basis of informed consent.

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulation, the Data Protection Act 2018, the Education Acts, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009. We also follow statutory guidance as laid down in Keeping Children Safe in Education, in order to ensure that safeguarding is a primary concern for all in our learning community.

We use personal data about learners and parents to ensure that we fulfil our legal obligation to offer educational opportunities to our learners and to be able to look after the needs and requirements of everyone in our learning community.

We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development and manage our contractual relationship with them.

Personal data we process about our learners and staff will include some basic details such as names, addresses, contact details and dates of birth, as well as records of work, activities, performance, and absences. It may also include special categories of data including health information, ethnicity, and religion, in some circumstances. Whenever we can, we will always ask you if it's okay to record special categories of information, and you can say no without it affecting the services we provide for you, or the role you carry out for us. Exceptions to this will include where we need to process these types of information for reasons of health and safety, safeguarding or other tasks in the substantial public interest.

Where we rely on consent to process personal data about individuals in our learning community, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly.

## Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it.

For learners, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child's progress at our schools.

We use some 'Data Processors' who process personal data as part of the work they carry out on our behalf. This includes our Software & IT providers, payroll provider and training providers. This processing is carried out under a contract and is carefully controlled to ensure we and our processors comply with all relevant legal obligations.

All staff personnel files are held securely by the school office, and are only available to the Headteacher and School Administrator. Personal data of volunteers is held securely by the Head Teacher and is only made available to senior staff on a need-to-know basis.

Personal data about Governing Board members is held by the Clerk to the Governors. It is only available to the Clerk, and is kept in order to ensure that Monkleigh Primary School complies with our legal obligations regarding Governance.

In certain circumstances, we may need to share information with external partners including the Local Authority, Social Services or the Police. This will only be done where strictly necessary, in order to protect the public or individuals. If we require professional advice about an issue affecting the school or our learning community, we will sometimes need to share personal data with our advisors, such as legal advisors. In all cases, the information will be shared securely and will be limited to what is appropriate to the specific circumstances.

When learners leave our schools and move to other settings, we send copies of their school files securely by electronic mail to their next setting. This will include the Educational Record, and any other information that has been put on file about the learner's progress within the school. Any safeguarding records or concerns will be sent securely to the Designated Safeguarding Lead. We will not keep copies of safeguarding files unless there are ongoing issues that we may need to be involved in. Where a child leaves our setting but does not start at a new setting – for example if they move outside the UK or become home-educated – we will pass all files to the Local Authority for secure storage and retention.

## What data will be kept

We are required to keep some personal data, even after you have left our learning community.

Any personal data that we are required to keep about learners is securely stored on an encrypted database, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular learner. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored on our secure systems.

We keep an overall summary of attainment and performance of learners in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

All staff are given a copy of the Policy outlining retention periods for information on their Personnel files. This includes how data is stored, who might access it, and when it will be securely destroyed.

Personal data about volunteers and Governors may be retained to ensure that we comply with the regulations concerning safeguarding, and those outlining appropriate standards of governance. Retention periods will be appropriate to the nature of the role carried out for the School.

If we share information with the other agencies around safeguarding concerns, they will keep a record of that information. We will keep our copies of that information while you are a member of our learning community, and may retain copies for longer if it is necessary to ensure that we comply with relevant safeguarding legislation.

The collection of this information will benefit teaching and learning by:

- Helping us to design curriculum and activities to address need
  - Ensuring we focus on continual improvement in teaching and learning
  - Ensuring we train and support our staff in the areas that matter
  - Tailoring our resources to the issues that matter most to our learning community
- Where we use information for continual improvement purposes, we will anonymise it as appropriate, so individuals are no longer identifiable.

## **How we will contact you**

We will need to contact parents and learners for a range of reasons. We will only contact you on relevant school business. We will use the contact details that you provide to us as our main source of communication.

Our preferred means of communicating with parents is via email. We take all due care when sending information out to parents, to ensure that it is only seen by the intended recipients.

All members of School Governance access school information through a software platform known as Governor Hub. We require all school business and communications to be conducted through this platform and not through personal email accounts.

## Seeing the information we hold about you and your other rights

You have the following rights in relation to your personal data, which parents can exercise on behalf of our learners. The rights include asking for a copy of your data, amongst other rights:

- To be informed about how your data is handled;
- To gain access to your personal data;
- To have errors or inaccuracies in your data changed;
- To have your personal data erased, in limited circumstances;
- To object to the processing of your personal data for marketing purposes or when the processing is based on the public interest or other legitimate interests;
- To restrict the processing of your personal data, in limited circumstances;
- To obtain a copy of some of your data in a commonly used electronic form, in limited circumstances;
- Rights around how you are affected by any profiling or automated decisions.

To exercise any of these rights, please feel free to contact the school directly or you can email our Data Protection Officer directly at [dpo@monkleighprimary.devon.sch.uk](mailto:dpo@monkleighprimary.devon.sch.uk)

If we are processing your data on the basis of consent, you can withdraw that consent at any time. If you do, then we will delete as much as we can of the data we hold about you, retaining only the minimum information we need for our records and for our internal administration.

If you aren't happy with the way we use your data, or if you think that you have suffered harm or detriment as a result of how we have used or stored your data, please contact us so we can help to resolve any issues, and you can make a complaint to the Information Commissioner's Office, the UK's data protection regulator: <https://ico.org.uk/>