



Harwell Community Primary School Privacy Notice

We, Harwell Community Primary School, are a data controller for the purposes of the General Data Protection Regulations. As such, we are registered with the Information Commissioner's Office (ICO) and comply with the principles of the Data Protection Act 1988 and the General Data Protection Regulations 2018. We are a public authority and Public Task is our lawful basis for processing data.

We collect information from pupils and parents and may receive information about pupils from their previous school. We also collect data on staff, governors and regular volunteers. We will collect, store and process any data we hold securely, lawfully, transparently and fairly to:

- Provide education, training, pastoral care, welfare and educational support services
- Administer school property and carry out fundraising
- Maintain our own accounts and records
- Assess how pupils at the school are performing

Data we process includes relevant information about parents, pupils, staff, governors and regular volunteers, such as:

- Personal details (e.g. contact details)
- Sensitive personal information (e.g. ethnicity, religious beliefs and eligibility for free school meals),
- Pupil assessment results
- Pupil attendance information
- Any special educational needs and relevant medical information

We store this data securely for what is deemed a reasonable but minimum amount of time. At the end of this period, we destroy the data in line with legal requirements. If you would like to know timescales for the storage and destruction of specific groups of data, please contact the school office.

We will not give information to anyone outside the school without your specific consent unless the law and our rules allow us to in the specific interests of a child.

We are required by law to pass some information to relevant authorities such as: the Local Authority, the Department for Education (DfE), other schools for transition, social and welfare organisations and healthcare professionals. We also share some basic personal information with third party providers (e.g. CoolMilk, MyMaths), enabling us to provide educational and pastoral services to the children at our school.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

If you wish to submit a Subject Access Request (SAR), please contact the school Data protection Officer, Jane Moreton.



Harwell Community Primary School Privacy Notice

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Performance & Information Team, Oxfordshire County Council, County Hall, Oxford, OX1 1ND
e-mail: information.management@oxfordshire.gov.uk
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288