



PRIVACY NOTICE

YOUR DATA MATTERS

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1 INTRODUCTION



At Gaddesby School Community, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending Gaddesby School Community you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to Gaddesby School Community.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- GDPR General Data Protection Regulation
- UK United Kingdom
- NHS National Health Service

2 WHAT WE NEED



Whilst the majority of the personal data you provide to us is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we 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.

The categories of children's information that we collect, hold and share includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses Parents and Carers Information
- 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
- Plans from social care and health care plans from health professionals.
- FEEE – Free Early Education Entitlement

3 WHY WE NEED IT



Gaddesby School Community holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous setting. 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 Article 6 and Article 9 of the GDPR

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

- To support learning
- To monitor and report on progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children
- To contact parents/carers with updates, news about our services
- To acquire eligible funding

4 WHAT WE DO WITH IT



We do not share information about the children/parents with anyone without consent unless the law and our policies allow us to do so. Gaddesby School Community use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, Gaddesby School Community will also record your child's activities for their individual learning record. This WILL include photographs. You will have the opportunity to give / withdraw your consent at any time, for images taken by confirming so in writing.

5 HOW LONG DO WE KEEP IT?



Personal data relating to pupils at Gaddesby School Community and their families is stored in line with the settings GDPR Data Protection Policy. In accordance with the GDPR, the Gaddesby School Community 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 and line with our retention statement.

6 WHAT ARE YOUR RIGHTS?



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

Gaddesby School Community
Ashby Road
Gaddesby
Leicester
Leicestershire
LE7 4WF

You also have the right to:

- Be informed about how Gaddesby School Community uses your personal data.
- 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.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the GDPR

7 CONTACT DETAILS AND USEFUL WEBSITES

If you have a concern about the way Gaddesby School Community is collecting or using your personal data, you can raise a concern with us or you can also contact:

Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester
LE4 5PJ
TEL: 0845 519 1772
EMAIL: info@dpoforschools.co.uk

You may also contact the ICO.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

www.ico.org.uk

In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

www.gov.uk

In the search box type at the top of the page type:

- GDPR
- Pre School
- How we use your data
- Data protection: how we share pupil and workforce data
- Data collection and censuses for schools
- Contact DfE

www.leicestershire.gov.uk

In the search box type at the top of the page type:

- GDPR
- Pre School
- Play Groups
- Education

8 WHERE CAN YOU FIND OUT MORE INFORMATION?



If you would like to find out more information about how we collect, use and store your personal data, please visit our website www.gaddesbyschoolcommunity.org.uk to download our GDPR Data Protection Policy or request a copy from the school.