



Roman Road Primary School

Data Protection Privacy Notice 2024

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement remains as the GDPR regulations came into effect on 25th May 2018; however, schools will be required to revise their privacy notices to include further information on processing individual's personal data in order to be compliant with the GDPR.

GDPR - Frequently Asked Questions

What is the GDPR?

The General Data Protection [GDPR] is a new, Europe-wide law that replaced the Data Protection Act 1998 in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Bill. The GDPR set out requirements for how organisations will need to handle personal data from 25th May 2018.

What information does the GDPR apply to?

The GDPR applies to 'personal data' which means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

Who processes your information?

Roman Road Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law allows the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Roman Road Primary School upholds are imposed on the processor.

Why do we collect and use your information?

Roman Road Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. 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 to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if consent is needed. Where consent is required, the school 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 pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, transport arrangements, financial support, welfare arrangements, details of previous schools)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exclusion/behavioural information
- Special educational needs
- National curriculum assessment/examination results/internal assessments
- Relevant medical information
- Photographs

How long is your data stored for?

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the 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.

Will my information be shared?

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Roman Road Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Roman Road Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. Examples of third parties that we routinely shares pupils' information with include:

- Schools that pupil's attend after leaving us
- Gateshead Council
- Department for Education (DfE)
- Capita SIMS (School Management Information System)
- Schoolcomms (School Gateway)
- NHS (medical/SEN specialists)

What are your rights?

Under data protection legislation, parents and pupils 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:

Mrs Harrison, School Business Manager on
romanroadprimaryschool@gateshead.go.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>