



Sicklinghall Community Primary School  
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## **Sicklinghall Community Primary School**

### **Privacy Notice- General Data Protection Regulation (GDPR) - How We Use Data**

*This Privacy Notice has been written to inform parents and pupils of Sicklinghall Community Primary School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.*

#### **Who are we?**

Sicklinghall Community Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526



#### **What personal data is collected?**

We collect information from pupils and parents and may receive information from previous schools, the local authority, Department for Education (DfE) and the Learning Records Service.

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

- Personal information (such as name, unique pupil number and address),
- 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),

- Relevant medical information,
- Assessment information and results,
- Special educational needs information,
- Exclusions / behavioural information,
- Where pupils go once they leave the school, and
- Relevant parent/guardian contact information.

### Why is personal data held?

We hold and use this personal data to:

- Support teaching and learning,
- Monitor and report on pupil progress,
- Provide appropriate pastoral care,
- Assess how well the school / educational setting is doing, and
- Comply with the law regarding data sharing.

### The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (“GDPR”) and UK law, including those set out in Articles 6 and Article 9 of the GDPR, the Education Act 1996 and Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. These are as follows:

- The school has a legitimate interest in providing educational services to pupils, safeguarding and promoting the welfare of pupils (and other children), promoting the objects and interests of the school (including fundraising and settlement of any sums due), and ensuring that all relevant legal obligations of the school are complied with.
- Personal contact information is needed so that we can update parents/guardians on the progress of pupils and contact them if there is a concern.
- The school needs to use personal information in order to comply with its legal obligation, for example to report a concern to Children’s Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.
- Personal data may also be used to prevent someone from being seriously harmed or killed.

### Collecting personal data

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 your 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.

### How long is personal 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 personal information be shared?

We are required by law to pass some personal information to the local authority, North Yorkshire County Council, and the DfE and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of

appropriate data we hold, and we will co-operate with other schools s/he has attended to endeavour to complete any outstanding issues.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority and neighbouring Local Education Authorities. Our Authority is North Yorkshire County Council Children and People's Service (NYCC CYPS)
- the Department for Education (DfE)
- National Health Service bodies
- Federation staff (e.g. for planning and running joint events such as residential visits)

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the federation without your consent unless we have a lawful basis for doing so.

### The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, please go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data,
- the purpose for which it is required,
- the level and sensitivity of data requested, and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please go to: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To find out more about the data collection requirements placed on us by the DfE please go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For information about which organisations the Department has provided pupil information, (and for which project), please go to: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE, please go to: <https://www.gov.uk/contact-dfe>

### Requesting access to your personal data and rights over your data

Under the above 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 **Mr M Shillito, Headteacher, Federation of Goldsborough CE and Sicklinghall Community Primary Schools.**

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
- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that the processing of your personal data is restricted
- 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/>

### Rights over your data

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

### Contact

If you would like to discuss anything in this privacy notice, please contact Mr M Shillito, Headteacher, Federation of Goldsborough CE and Sicklinghall Community Primary Schools.

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

- **North Yorkshire County Council:**  
[www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords)
- **DfE Website:**  
[www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause)

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Governance Manager  
North Yorkshire County Council  
Internal Audit Service  
County Hall  
Northallerton  
DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [infogov@northyorks.gov.uk](mailto:infogov@northyorks.gov.uk)  
Telephone: 01609 533219
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)  
Telephone: 0370 000 2288

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