

**ROTHERSTHORPE CE PRIMARY SCHOOL**  
**GENERAL DATA PROTECTION REGULATION (GDPR) INFORMATION STATEMENT**



**Dear Parents/Carers**

**18<sup>th</sup> May 2018**

At Rothersthorpe CE Primary School, we aim to provide a positive learning environment to support all our pupils in achieving their full potential in all areas of the curriculum. In order to achieve this we need to work in partnership with parents, pupils, governors, the Local Authority, Department for Education and carefully selected outside agencies.

Although data regulations are changing on the 25th May 2018, our commitment to protecting your details will never change. We take your privacy very seriously, always manage your details responsibly and take great care to keep them safe and secure.

We are the Data Controller for the purposes of the General Data Protection Regulation, (GDPR), and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care, safeguarding and assess how well your child is doing.

We store and sometimes transfer your information to other authorities, so that we can operate effectively as a school and be able to positively implement our duty of care for the school community. Under data regulations we are lawfully able to do this to carry out tasks in the public interest and as part of our legal obligation.

Due to new GDPR regulations, schools must now provide parents with an opportunity to opt in / opt out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law, and our rules permit. For example, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

All the information we hold on individuals follows the six key principles:

1. Fair, lawful and transparent
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate, and where necessary, kept up to date
5. Kept in a form which permits identification for no longer than is necessary
6. Processed in a manner that ensures appropriate security

**What information is being collected and why?**

We collect emergency contact information including names, addresses, telephone numbers, email addresses and doctor surgery names from parents. We communicate school information to parents/carers via paper-based letters, notices, email, SMS text messaging, the school website, School closed Facebook group and School Twitter account.

We collect ethnicity, special educational needs and disabilities, looked after children, pupil premium/disadvantaged pupils, attendance and meal preferences for use in the Annual School Census and Local Authority data captures.

We collect medical information, dates of birth and food allergy information in order to provide appropriate care within school and trips.

We collect, Target, Assessment and Test data in order to assess pupils' progress and identify additional areas of development that may be needed.

### **How is data collected?**

We ask for Data Sheets and Consent Forms to be completed by parents. We receive electronic data transfers from previous primary schools via the DfE or Local Authority secure sites providing previous attendance history, assessment, target data, etc. Pupil files are either hand-delivered or sent recorded delivery by previous primary school.

### **How will the information be used?**

We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents/carers.

### **Who will it be shared with?**

Any third party that we share your data with has been checked by following our Due Diligence process. Parental consent is already sought for those required. Currently we share information with:

- The Department for Education secure data sites, ASP (Analyse School Performance), FFT Aspire (Fischer Family Trust - Education Analysis & Support) and Ofsted
- Northamptonshire County Council – Capita SIMS, SIMS Office 365 email portal, Evolve risk assessment system and Northamptonshire Governor Services Hub
- The Diocese of Peterborough - Church of England Schools
- EXA Networks IT System for School – [www.exa.net.uk](http://www.exa.net.uk)
- MASH – Multi-Agency Safeguarding Hub and Child Protection Team as required
- School Education Psychologists and Nurse as required
- Dolce Hot School meals - [www.dolce.co.uk](http://www.dolce.co.uk)
- SMS Parent Text Service - [Teachers2parents.co.uk](http://Teachers2parents.co.uk)
- Oxford University Press MyMaths - online Maths school/home ([www.mymaths.co.uk](http://www.mymaths.co.uk))
- Tapestry online learning journal for Reception class – <https://tapestry.info>
- IXL online learning resource (Class 4 only) – <https://uk.ixl.com>
- itrack (Whole School Pupil Assessment Tracker) – [www.itrackprimary.com](http://www.itrackprimary.com)
- Grendon Outdoor Centre & Govilon Activity Centre for KS2 residentials
- School Website – [Tapiochre.co.uk](http://Tapiochre.co.uk)
- School Facebook closed group account (opt in/out)
- School Twitter account (opt in/out)

You have rights under data protection regulations, and we would like you to know what they are:

- a right of access to a copy of the information comprised in your personal data. However we may consider applying an exemption to some information where our duties maybe potentially compromised.
- a right to object to processing that is likely to cause or is causing damage or distress.
- a right to prevent processing for direct marketing.
- a right to object to decisions being taken by automated means, unless we have an overriding legitimate reason to continue.
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed.
- a right to claim compensation for damages caused by a breach of the Act.

We have produced a detailed information audit which is available to view on request. Our updated Data Protection Policy, GDPR Information Statement, Pupil and Workforce Privacy Notices will be available for viewing on our school website by 25<sup>th</sup> May 2018 – [www.rothersthorpeprimary.net](http://www.rothersthorpeprimary.net)

If you would like to make any information requests, think your data has been misused or it is not secure, you should contact us:

Data Protection Controller, Headteacher, Rothersthorpe CE Primary School, Church Street, Rothersthorpe, Northants. NN7 3HS

The Headteacher may delegate their duty to other employees. Our Data Protection Officer is, Ruth Hawker, Plumsun Ltd – [www.plumsun.com](http://www.plumsun.com)

If you're unhappy with our response or if you need any advice you can contact the information Commissioner's Office (ICO). ICO helpline Telephone: 0303 123 1113.

This video clip provides a good overview of GDPR and how it affects schools and has been produced by GDPRiS to inform parents. [https://youtu.be/Ua\\_LzUJ\\_wu8](https://youtu.be/Ua_LzUJ_wu8)

We thank you for your continued support and are happy to answer any further questions you may have.

Kind regards

Mrs Fountain – Headteacher & The Governing Body of Rothersthorpe School