



## **PRIVACY NOTICE**

**For The Meadows Primary School**

### **Information about Parent / Carers' information The Meadows Primary School**

#### **Privacy Notice - Data Protection Act 1998**

We The Meadows Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you and receive information about you from your child's admission/contact forms and your child's previous school. We also get information from professionals such as doctors and from local authorities. The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address, next of kin and financial information). CCTV and video recordings of you are also personal information.
- Characteristics (such as ethnicity, language, nationality, date and country of birth, and free school meal eligibility)

#### **We hold this personal data to:**

- Monitor and report on pupil progress;
- Provide appropriate pastoral and safeguarding care
- Assess how well we are doing
- To access CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- Comply with the law regarding data sharing

#### **We will not share information about you to anyone outside the school without your consent unless the law and our policies allow us to.**

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. We are also required to pass information on to other LA's in respect to Children in Care who reside in another LA other than Birmingham.

We will share relevant information with external organisations, including voluntary organisations and charities which is proportionate to the needs of the child and family,

schools that pupils attend after leaving us. Personal data shall be processed fairly and lawfully.

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

**We collect and use pupil information under Article 6 – Public Task – the process is necessary to perform a task for official function and under Article 9 – In the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body**

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs C Goode, Business Manager.**

### **Storing pupil data**

We hold pupil data for the length of time the pupil remains at our school

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[https://www.birmingham.gov.uk/info/20154/foi\\_and\\_data\\_protection/384/privacystatement](https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacystatement)

<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 Department for Education (for example; via the school census) go to

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

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

If you cannot access these websites, please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288