



Keston Primary School - Data Protection Privacy Notice – Pupils and Guardians

This document describes the information we collect about you and your child, and how we use and share this information. Under the data protection legislation, Keston Primary School is the controller of the data.

The postal address for Keston Primary School is: Keston Primary School, Keston Avenue, Coulsdon, CR5 1HP

How we use Pupil information

Keston collects and stores personal information relating to our pupils and we may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Assessing the quality of our service
- Complying with our legal obligations

The information we hold may include names, addresses and contact details, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, free school meal eligibility, any special educational need, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons, we will ask for your consent to any additional use of your child's photograph, if you give consent you may change your mind at any time.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered (e.g. attendance and attainment records) during the course of your child's education. Keston Primary School is obliged to record this information in order to carry out its duties as a public body.

Keston Primary School may identify additional uses of your data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

We do not share information about our pupils with anyone without consent unless the law and our policies require us to do so.

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the

Department for Education (DfE). This information may, in turn, then be made available for use by the Local Authority.

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>.

We may also share data with approved third parties or contractors in order to support your child's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools).

The information shared may include sensitive personal information such as information about your child's health, special educational needs, or disabilities. This information is used to provide the correct services to support your child and is shared on a strictly need to know basis.

How long do we keep information?

We keep information for as long as the law requires or until it is no longer required. Keston Primary School has a document retention policy that explains in detail how long we keep information. You can find the policy on our school website or ask for a copy in the school office.

Requesting access to your personal data

Under data protection legislation, Contractors and visitors have the right to request access to view the information that we hold about them. Request for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the Headteacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed a request to Keston.sars@openair.systems

Further information is available in our Data Protection policy, copies of which are available upon request or downloaded from the school website. If you would like to speak to us about the personal information we hold on you, or your child, please contact the Head Teacher.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

Online at: <https://ico.org.uk/concerns/>

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By telephone: 0303 123 113 or 01625 545 745