



Glenbrook Primary School – UK GDPR Privacy Notice for Parents & Pupils

Who processes your information?

Glenbrook Primary School is the data controller of the personal information you give us. This means the school decides how any personal data relating to pupils and their families is processed.

In some cases, your data will be shared with a third-party processor; however, this will only be done with your consent unless the law requires the school to share your data (Article 6). Where the school shares data with a third-party processor, the same data protection standards that Glenbrook Primary School upholds are imposed on the processor.

Why do we collect and use your information?

Glenbrook Primary School holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information from a pupil's previous school, the Local Authority (LA), and the Department for Education (DfE).

We collect and use personal data to meet legal requirements and public interests under the UK GDPR and UK law, including:

- UK GDPR – lawful basis for processing and special category data
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Data Protection Act 2018

We collect and use personal data for the following reasons:

- To safeguard pupils
- To support pupil learning
- To monitor and report on pupil progress

- To provide appropriate pastoral care
 - To assess the quality of our services
 - To comply with statutory data-sharing requirements
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Data that is collected

The categories of pupil information that the school collects, holds and shares include:

- Personal information – names, pupil numbers, addresses
- Emergency contact details
- Characteristics – ethnicity, language, nationality, country of birth, free school meal eligibility
- Attendance information – absences and reasons
- Attainment, progress and assessment information
- Relevant medical information
- SEND information
- Behavioural information – e.g. exclusions
- Images and videos of pupils engaging in school activities
- Audio and/or video files used in remote learning for safeguarding purposes

Some of the information the school collects is mandatory; some is provided voluntarily. When consent is required, we will provide clear information about how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Glenbrook Primary School and their families is stored in line with the school's UK GDPR Data Protection Policy and Retention Policy.

We store data securely on computer systems and on paper. We do not store personal data indefinitely; data is retained only for as long as necessary for the purpose for which it was collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information collected from schools in England. Glenbrook Primary School must provide certain information to the DfE as part of statutory data collections, such as the school census.

The DfE may share information from the NPD with third parties who support the education or wellbeing of children in England by:

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

The DfE has strict processes to ensure confidentiality is maintained.

Glenbrook Primary School will not share personal information with third parties without consent unless the law allows us to do so.

The school routinely shares pupils' information with:

- Ofsted
- Pupils' next schools/destinations
- The Local Authority
- The NHS
- The Department for Education
- Professional advisors (e.g., police, social care, legal representatives)
- Management Information System providers and educational software systems

What are your rights?

Parents and pupils have the following rights regarding their personal data:

You have the right to:

- Be informed about how Glenbrook Primary School uses your personal data
- Request access to the personal data we hold
- Request amendments to your data if it is inaccurate or incomplete
- Request that your personal data is erased where no compelling reason exists for its continued processing
- Request that the processing of your data is restricted
- Object to your data being processed
- Withdraw consent at any time where processing is based on consent (processing prior to withdrawal remains lawful)

If you have a concern about the way Glenbrook Primary School or the DfE is handling your personal data, you can contact our Data Protection Officer:

Data Protection Officer: *Turn IT on Data Protection Officer Service*

Email: dpo@gdprsentry.com

The data protection lead (DPL) is responsible with liaising with the Data Protection Officer. The data protection lead at Glenbrook is the headteacher. Email: office@glenbrookprimary.co.uk

Or contact the ICO: 0303 123 1113 (Monday–Friday, 9am–5pm).

Where can you find out more information?

To learn more about how we and the DfE collect and use personal data, please visit:

- DfE Privacy Information: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can also view our full Data Protection Policy on our website: www.glenbrookprimary.co.uk