

Mehria Primary School



Parents Privacy Statement

Date agreed: 02/07/2018

Review date: July 2022

Signed: Zia Qazi
Head teacher

Signed: Zile Humma
Deputy Head teacher

Signed: Fariquain Shah
Chair of Governors



Privacy notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **our pupils**

We, Mehria Primary School, based on 23 Westbourne Rd, Luton LU4 8JD, are the 'data controller' for the purposes of data protection law.

Our data protection officer is [Miss Nadia Akhtar](#).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Children and curricular records
- Characteristics, such as ethnic background, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in School

We may also hold data about children that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support children's learning
- Monitor and report on children's progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process children's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Collecting this information

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about children while they are attending our School. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about children. The length of time we keep information varies upon different regulations. For example, we may keep a child's records who has been in our care up until their 75th birthday.

A copy of the Retention Schedule is available by contacting Nadia Akhtar, Data Protection Officer.

Data sharing

We do not share information about children with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about children with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Our regulator-Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contacted them for*
- *Financial organisations*
- *Central and local government*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*

- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

Parents and children' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the School holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer, [Nadia Akhtar](#).

Parents/Carers also have a legal right to access to their child's **educational record**. To request access, please contact [Nadia Akhtar](#).

Requests can be made by phoning the school and asking to speak to [Nadia Akhtar](#), this may result in a charge for printing/photocopying. Please bear in mind 30 Days of notice is required.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer [Nadia Akhtar](#).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- [Nadia Akhtar, Mehria Primary School](#)

This notice is based on the [Department for Education's model privacy notice](#) for children, amended for parents and to reflect the way we use data in this School .