



# Privacy Notice

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**Approved by:** Governing Board **Date:** September 2022

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*Achieve Believe Succeed*

***'They shall have life, life in all its fullness' (John 10:10)***

GDPR privacy notice for pupils

Schools are currently required to inform pupils and their families about how their personal data may be collected and used.

Who processes your information?

Mossley school is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs H Harrison acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01260 272451 or email [head@mossleyce.cheshire.sch.uk](mailto:head@mossleyce.cheshire.sch.uk).

In some cases, your data will be outsourced to a third party processor; Your information is never shared for marketing purposes. Where the school outsources data to a third party processor, the same data protection standards that Mossley upholds are imposed on the processor.

Mrs L Knibbs is the data protection officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure Mossley school are compliant with the GDPR. She can be contacted on 01260 272451 or email [office@mossleyce.cheshire.sch.uk](mailto:office@mossleyce.cheshire.sch.uk).

Why do we collect and use your information?

Mossley school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

· Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data

sharing Which data is collected?

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

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility any allergies or dietary requirements
- Attendance information – e.g. number of absences and absence reasons plus any late marks and reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information

How long is your data stored for?

Personal data relating to pupils at Mossley school and their families is stored in line with the school's Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally 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

about pupils in schools in England. Mossley school is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NDP. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Mossley school will not share your personal information with any third parties for marketing purposes, we will however sent items out on their behalf when it is believed these items will enrich your child's curriculum. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- Parentpay for our communication systems and dietary/allergy information for catering purposes.
- The school website provider (school spider) to enable parent evening bookings
- Coolmilk
- Year 4 Swimphony Portal
- Our PTA to keep you informed of events.
- FABS (Mossley School before and after school club).

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Mossley school uses your personal data.
- Request access to the personal data that Mossley school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Mossley school and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

In Summary this document includes information regarding:

- Mossley school has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Mossley school may share my data with the DfE, and subsequently the LA. Plus the third parties included within this privacy notice.
- Mossley school will not share my data to any other third parties not included in this document without my consent, unless the law requires the school to do so.
- My data is retained in line with the school's Data Protection Policy.
- My rights to the processing of my personal data.