

Honeybourne Primary Academy



Turning Potential
into Success

PRIVACY NOTICE

What is your 'Personal Data'?

Personal data is information that says something about you as an individual and your child(ren), so it would normally include your name, and/or contact details, or even a photograph.

What kind of information do we hold?

We hold information about you and your child(ren) so that we can educate, care for your children and contact you when necessary.

Apart from the information you give us, we may also receive information from your child's previous schools, the local authority and the Department for Education and Science (DfES).

This information will include assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as ethnic group and any medical conditions, special educational or dietary needs.

N.B. Unique Pupil Numbers (UPN) are assigned to pupils on starting school. This is allocated by the local authority.

Without your consent, we will not process any personal data which we do not need.

Why do we need your information?

We need to use personal data from you or your child(ren) in order to:

- support learning

- monitor and report on progress
- provide appropriate pastoral care
- provide services needed while at the school; an

The purpose of processing information is to provide the best education we can, as well as to meet our other legal requirements.

The legal basis for using this personal data are various Acts of Parliament including the Education Act 2011, Children's Act 2004 and Equality Act 2010.

For certain "special categories" of data (like health or ethnicity information) we rely on your consent. This means you may be asked if for certain additional information.

Storage and disposal of data/information

All data are kept securely in school in lockable cabinets/desks and all rooms are locked overnight. Our electronic systems follow strict filtering, back up and storage guidance. Once they are no longer needed, paper copies containing any data will be routinely shredded, on site.

All documents and personal data are kept in accordance with the most up to date retention schedule.

This Privacy Notice relates to our GDPR Policy - a copy of which can be provided on request and is on our school website.