



GDPR Compliance document

Privacy Notice for Pupils in Our School

General Data Protection Regulation (GDPR) 2018: How we use your information

Ashgate Primary School collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education [DfE].

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- The School Office Staff

We are required, by law, to pass certain information about our pupils to our local authority [LA] - Derby City Council - and the Department for Education [DfE].

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Ashgate Primary School collects and holds personal information, when given freely, of parents. This is then shared with Derby City Council Benefits Section for the purpose of obtaining Free School Meal information regarding their child/ren. This personal data includes identifiers such as names, national insurance/NASS numbers and dates of birth. We are not required, by law, to pass on this data to any other parties.

You have the right to have data erased or rectified on request and where appropriate. To do this, please contact the School Office.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or the DfE collect and use your information, please visit:

- our local authority or
- the DfE website at Data Protection - how we collect and share research data

If you are unable to access these websites, please contact the LA or the DfE as follows:

Information Governance

Derby City Council

Council House

Corporation Street

Derby DE1 2FS

Email: Information.Governance@derby.gov.uk

Tel: 01332 640763

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Email: info@education.gsi.gov.uk

Tel: 0370 000 2288

Should you have a concern of how Ashgate Primary School has handled your information, then please contact the school directly or the Information Commissioner's Office on telephone number 0303 123 1113