



GDPR Privacy Notice

The Spire Federation – East Wold & North Cockerington CE Primary Schools

Last reviewed:	May 2024
Next review due by:	May 2025

Vision

Our small school community welcomes everyone. We aim to achieve this by providing a challenging and supportive learning environment, where each one of us can flourish. With our foundation of Christian values, we strive for excellence in all that we do. We seek to empower our community to be excited about the future.

Empowering all to flourish and succeed.

Who processes your information?

East Wold and North Cockerington CE Primary Schools are the data controllers of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We have a Data Protection Officer (DPO) who acts as a representative for the school with regard to its data controller responsibilities; the DPO can be contacted on 01507 610060 or FWOffice@thespirefederation.co.uk (East Wold) and 01507 327258 or NCOffice@thespirefederation.co.uk (North Cockerington).

The role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that East Wold and North Cockerington CE Primary Schools upholds are imposed on the processor.

Why do we collect and use your information?

East Wold and North Cockerington CE Primary Schools hold 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, Local Authority (LA) and/or the Department for

Education (DfE). We collect and use personal data in order to meet legal requirements 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 enable effective communication between school and parents
- To safeguard pupils
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the schools collect, holds and shares include the following:

- Personal information – e.g. names, phone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs and Disabilities
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to East Wold and North Cockerington CE Primary Schools is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at East Wold and North Cockerington CE Primary Schools and their families is stored in line with our GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is stored in accordance of our retention schedule (available online).

Will my information be shared?

The schools are 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. East Wold and North Cockerington CE Primary Schools are 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 NPD. 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.

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

East Wold and North Cockerington CE Primary Schools will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, i.e. Secondary Schools, other Primary Schools
- The LA (via 'Integris', our Pupil Information Management System)
- The NHS
- The DfE (via 'Integris', our Pupil Information Management System)
- Educational Welfare Officer
- Local Police (if required to do so)
- Cornerstones Curriculum (our Foundation Subjects monitoring system)
- EVOLVE (our Education Visits management system)
- Early Excellence Baseline Assessment
- Tapestry (EYFS Learning Journals)
- Times Tables Rock Stars (Online times tables resource)
- Purple Mash
- Google Classroom
- SchoolMoney (part of Eduspot/Teachers2Parents)
- Parents Evening (part of Eduspot/Teachers2Parents)
- The Farm Kitchen (Catering provider from September 2023)
- SNAP (Special Needs Assessment)
- Scratch (programming website used in computing)
- Raspberry Pi (computer programming)
- Go Learn (swimming data information system used by the Meridian Leisure Centre)

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 East Wold and North Cockerington CE Primary Schools use your personal data.

- Request access to the personal data that East Wold and North Cockerington CE Primary Schools 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.
- Object to your personal data being processed.
- 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 East Wold and North Cockerington CE Primary Schools and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.east-wold.lincs.sch.uk or www.north-cockerington.lincs.sch.uk and download our GDPR Data Protection Policy.