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**ROSSMORE SCHOOL**

**PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

**Who processes your information?**

Rossmore 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 (personal data is information that says something about you as an individual, so it would normally include your name and/or contact details, or even a photograph of you). Mrs J Powell-Wallis acts as a Data Guardian for the school with regard to its data controller responsibilities; and she can be contacted on 0151 338 2425or admin@rossmore.cheshire.sch.uk.

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 Rossmore School upholds are imposed on the processor.

Rossmore School has appointed a Data Protection Officer. The Data Protection Officer's role is to oversee and monitor the school’s data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted at: schoolDPO@cheshirewestandchester.gov.uk

**Why do we collect and use your information?**

Rossmore 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
* Section 3 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 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 school collects, holds and shares includes the following:

* Personal information – e.g. name, unique pupil number, address
* Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
* Attendance information – e.g. such as sessions attended, number of absences and absence reasons
* Assessment information – e.g. national curriculum assessment results
* Relevant medical information
* Information relating to Special Education Needs and Disabilities (SEND)
* 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 the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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.

The categories of parent information that the school collects, holds and shares includes the following:

* Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
* Financial information where appropriate, e.g. to check eligibility for FSM
* Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

**How long is your data stored for?**

Personal data relating to pupils at Rossmore Schooland their families is stored in line with the school’s GDPR 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?**

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements: To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census), go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Rossmore 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 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.

Rossmore School 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
* The Local Authority (LA)
* The National Health Service (NHS)
* The Department for Education (DfE)

In addition, systems used in school that contain pupil information, ie names etc:

* SIMS (Management Information System used in school)
* Schoolspider (school's website and text/email messaging provider)
* SchoolGrid (formerly LiveKitchen - school dinner money management system)
* CPOMS (school reporting system)
* Angel Solutions/Balance (school assessment system)
* Osborne Technologies/Entry Sign (school signing in/out system)
* GL Assessment (Dyslexia Screening)
* Tapestry (school assessment system - Early Years)
* No More Marking (school assessment tool)
* Times Table Rockstars (times table tool)
* Classdojos (classroom sharing tool)

**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 Rossmore Schooluses your personal data
* Request access to the personal data that Rossmore 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
* 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 Rossmore School and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. 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.rossmore.cheshire.sch.uk) or download our [GDPR Data Protection Policy](https://www.theschoolbus.net/article/gdpr-data-protection-policy/4575).