



## **PRIVACY NOTICE (How we use pupil information)**

### **About us (Who is collecting your information)**

Sandra Barker, Principal and Owner of the Viking School is the data controller of the personal information you provide to us. This means The Viking School determines the purposes for which, and the manner in which, any personal data relating to the children and their families is to be processed.

In some cases, your data will be supplied or outsourced to a third party processor; however, this will only be done with your consent, unless the law requires The Viking School to share your data.

Where we supply outsource data to a third party processor, the same data protection standards are imposed on the processor.

Trina Epton is our data protection officer. Her role is to oversee and monitor our data protection procedures, and to ensure that are compliant with the General Data Protection Regulations (GDPR). She can be contacted on Tel: 01754 765749 or at [preschool@vikingschool.co.uk](mailto:preschool@vikingschool.co.uk).

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

The Viking School holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from previous schools, nurseries, childminders or LA.

The Lawful basis we use to collect and use personal data is a Legal obligation as set out in the GDPR and UK law, including those in relation to the following:

- Independent School Regulations
- DfE (Department for Education)
- Working to Safeguard children 2015
- Send
- The Statutory Framework of the Early Years Foundation Stage 2017
- Early Years Entitlement

### **The personal data of children and their families is collected and used for the following reasons:**

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services

- To keep children safe (food allergies, or emergency contact details)
- To comply with the law regarding data sharing
- To claim and use statutory funding entitlements
- To safeguard children

## **What is being collected?**

The categories of pupil information that we collect, hold and share includes the following:

- Personal information – e.g. contact details and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Safeguarding information – e.g. court orders and professional involvement.
- Special educational needs (including the needs and ranking)
- Medical and administration –e.g. doctors information, child health, dental health, allergies, medication and dietary requirements
- Attendance (such as sessions attended, number of absences, absence reasons and any previous school or nursery/preschool attended.
- Assessment and attainment information
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Whilst the majority of the personal data you provide to us 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 why the data is being collected and how the data will be used.

## **Who do we get it from?**

The Viking School will gather the required information from parents or carers when you register your child at our school/preschool using our admission forms. The Viking School may receive information from other schools or childcare providers, if consent has been given by the person who holds parental responsibility or, in some cases, without consent where we are legally required by law.

## **Who will it be shared with?**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Ofsted during an inspection or following a complaint about our services
- The Local Authority to process your Early Years Entitlement
- Governments eligibility checker/hub
- The school your child will be attending

We will also share your data with third parties if:

- We are legally required by law
- To protect your child and other children
- To protect our rights or the rights of others

- Transfer the ownership of the school

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## How long will we keep it?

In accordance with the GDPR, The Viking School does not store personal data indefinitely: data is only stored as long as is necessary to complete the task for which it was originally collected.

However, some information such as Accident, Incident and Safeguarding documents along with the relevant registers have to be kept for a number of years after your child has left The Viking School.

These documents will be archived and kept securely until such time as we can legally dispose of them.

## How do we keep it safe?

The Viking School prevent unauthorised access to your data and prevents it from being lost, accidentally destroyed, misused or disclosed by:

- Keeping all confidential information in a locked filing cabinet and limiting access
- Password protected IT systems
- Staff trained to be aware of their data protection responsibilities
- Policies and procedures which outline safe working practises that follow data protection regulations

## What are your rights?

Parents/guardians have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how we use your personal data
- Request access to the personal data that we hold
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where this 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.

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Trina Epton on 01754 765749

### **How to make a complaint**

If you have a concern about the way in which we collect or use your personal data, you can raise a concern with the Information Commissioner's Office (ICO) who can be contacted on:

**Telephone: 0303 123 1113, Monday-Friday 9am-5pm. (excluding Wednesday afternoons when ICO deliver training)**

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please do not hesitate to ask.