

## Privacy Notice

This privacy notice is for the use of staff of King's Hill Primary School in fulfilment of our responsibility as a data controller under data protection law.

One of our duties under the regulations relates to being open and transparent and as part of this our Privacy Notice is designed to inform you about the way in which we use, collect, store and or share your information.

Personal data means data which relates to a living individual who can be identified.

The individual (known as the Data Subject) must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

Your information may be manually and/or digitally processed through our systems. We make sure our systems have appropriate security to meet the requirements of the General Data Protection Regulation and the Data Protection Act 2018 with regards to safe and secure storage of data. Our systems are only accessible by authorised staff and only to the extent they need in order to carry out their role.

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

Without the information we collect and require or share, King's Hill Primary would not be able to provide you with the services or support for which we have contractual and legal obligations to deliver.

In particular, we will use information about you to:

- Ensure the safety and wellbeing of those using and visiting our premises;
- Fulfill our employment obligations;
- The Prevention and or Detection of crime;
- Recruitment and management of employees and Governors;

### **Information we collect and use**

- Name
- Contact details
- Date of birth
- Next of Kin/Emergency Contacts
- Education records
- Financial records
- Health/medical information (special category data – please see below)
- Lateral Flow Testing ( please see separate Covid Privacy Notice)

- Employment / Staff Records
- Ethnicity – Special Category Data
- Religion – Special Category Data

### **How we collect information**

We will collect the information in several ways but not limited to. application forms, email, online/ directly from pupil/parent etc. along with third parties such as doctors/NHS/local authority/social workers.

### **Purpose for processing and lawful basis**

The lawful basis under which we process your information and the linked reason for processing is:

- Where processing is necessary for the performance of a contract to which you are a party, or in order to take steps before entering into a contract..

There may be occasions when we use and/or share your information in order to protect you or another individual and prevent serious harm.

In circumstance where none of the above lawful reasons apply we will only collect and use your information with your consent. Please note you can withdraw you consent to this processing at any time by contacting us at our main address (detailed below). The common instances when consent may be required include but are not limited to:

- Taking photos which may be published externally, for example on the school website or newsletter, or school prospectus.
- Taking part on activities such as day trips or sporting events where consent is required,
- Sharing with third party support services which are not compulsory or essential but may provide a benefit ( e.g. counselling)

### **Special Category Data**

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category:

Race, Ethnicity, Political Opinion, Religious or Philosophical Beliefs, Trade Union Membership, Genetic and Biometric Information, Health, and Sexual Orientation.

When using your information we must make sure that we have a lawful reason to do so. The reasons the School will primarily use for the processing of your special category information are:

- where it is necessary in order for us to carry out our obligations and exercising specific rights of the school or of the data subject in relation to employment and social security and social protection law;
- Necessary for reason of substantial public interest.

In circumstances where none of the above lawful reasons apply we will only collect and use and or share your information with an appropriate legal and justified reason or your explicit and informed consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below)

### **Who we may share your information with:**

We may need to share your information with the following entities:

Adult Social Care  
Charities  
City/District/Borough Councils  
Department for Work and Pensions  
Health agencies  
HMRC  
NHS Test & Trace  
Police

We are required to pass on some of this information (but not the names of individual children) to the Department for Children, Schools and Families (DCSF). The DCSF uses this information to help with policy development, LA performance management and funding and to assist with the development of good practice.

There may also be occasion when we will share your information with relevant third parties when required to do so by law.

All people with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

### **How long we will hold your information**

“In line with guidance provided by the Information and Records Management Society – Guidelines for Schools” and or Local Government retention schedules. See Retention Policy (Staff Shared Area - GDPR)

### **Your rights**

You have the following rights with regard to your personal information:

**Right to be informed** – You have the right to know the following:

- what information we intend to collect,
- why we need your information,
- the lawful basis under which we can process your information,
- how we will process your information,
- whether we share your information,
- who we might share your information with,
- your rights until the law,
- how long we will retain your information and how you can contact us.

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

**Access to your information** – If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, please make a subject access request by contacting the Head Teacher;

Mrs Nin Matharu – Head Teacher

Please be aware we may need you to provide appropriate identification. Photo identification would be required i.e. photo driving licence, passport.

We should respond to your request within 30 days of receipt but if the request is complex and more time is required, we will inform you in writing. During school holidays, Subject Access Requests and Freedom of Information Requests will be processed when the school re-opens after the school holiday period.

**Rectification of your information** – If it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

**Erasure of your information** – In cases where the information we hold about you is no longer required in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

**The Right to Restrict processing** – You can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information but you do not want us to delete the information. In addition you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence.

Following investigation, if it is determined that the right to restrict processing should not apply the School will inform you of reasons for this before the restriction is lifted.

**Right to Data Portability** - if lawful basis for processing is performance of a contract or consent you have the right to request that information be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following:

- If you want the information handed to you.
- If you would like the information transferred directly to the public authority or other controller.

**Right to Object** – If you object to the School using your information in the ways detailed about we will cease to process your information unless we can show there are legitimate reasons which override your interests

Whether or not you have legitimate grounds to object to processing of your information, the School will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

**Freedom of Information** – Requests which are considered to be outside the normal remit of the service will be recorded as a Freedom of Information Request. The request must in writing via a letter/email stating a full name and address. We should respond to your request within 20 working days.

King's Hill Primary School's Data Protection Officer (DPO) is **Paul Withers**. If you have any questions about your rights under the GDPR, how the School uses your information, or you wish to make a complaint about how we have processed or utilised your data, Paul Withers will be able to help. How to contact our DPO:

**Contact Address:**

**Office of the DPO – Paul Withers**  
**Resources & Transformation**  
**Civic Centre 3rd Floor (HR Suite)**  
Walsall Council  
Darwall Street  
Walsall  
WS1 1TP

**Email Address:** [Informationmgmt@walsall.gov.uk](mailto:Informationmgmt@walsall.gov.uk)

**Contact Telephone Number:** 01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

**ICO**

**Address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

King's Hill Primary School

**Email Address:**

Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

**Telephone Numbers:**

Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.

Calling from outside the UK +44 1625 545 745.