

Chilton Academy and Nursery

Eden Learning Trust



Chilton
Co. Durham
DL17 0PT

Tel: 01388 720255/721619
e-mail: chilton@durhamlearning.net
www.chilton.durham.sch.uk

Headteacher: Mrs A Pybus-Coates

Privacy Notice for Parents/Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, as Chilton Academy, are the “Data Controller” for the purposes of Data Protection Law.

Our Data Protection Officer is **Mr D Hobson Chilton Academy, DL17 0PT. Tel No: 07368 508685**

Who we are and what we do

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents, National Insurance number
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Details of any support received, including care packages, plans and support providers
- Photographs



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Why we use this data – to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with law regarding data sharing

Our legal basis for using this data:

We collect and use personal data on the basis of performing legal obligation (educating children). On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

We also sometimes have to share data – the basis for this is legal obligation or public task in the public interest.

Collecting information

We collect/obtain data from pupils, parents, carers, teachers and other professionals where relevant (eg GP, hospital, social workers etc)

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to use or your personal information. This includes both physical and technical security and integrity of all data.



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Data Sharing

We do not share any of this data with other organisations without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and Education Funding Agency. Were it necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police.

We have to share some data with School Nurses by law for the purposes of the height and weight management programmes. We also have to share some data for vision and hearing screening, dental checks and the immunisation programme. We are required by law to share some data with the Local Authority, DFE and OFSTED. We use some applications within school which hold data these are:

- CPOMS
- SIMS
- Parent Pay
- Cool Milk
- Class Dojo
- Teacher to Parent
- Accelerated Reader
- 2 Simple
- Google Classroom

We do not transfer data to countries outside the European Economic area.

Parents and pupils' rights regarding personal data

Individuals have a right to make a "subject access request" to gain access to personal information that the school holds about them. This includes access to their child's educational record.

This should be made in writing by e-mail to chilton@durhamlearning.net The school will respond within a 15 school working day timescale.

Parents/Carers can make a request with a respect of their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal



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data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision making is being applied to the data, and any consequences of this.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

Other rights:

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Right to be forgotten

To exercise any of these rights, please contact Mr Roberts who is the schools internal contact for such requests.



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Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123113
- Or write to: Information Commissioner's Office, Wycliffe House, Walter Lane, Wilmslow Cheshire SK9 5AF

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer at DPO@gateshead.gov.uk

January 2020

