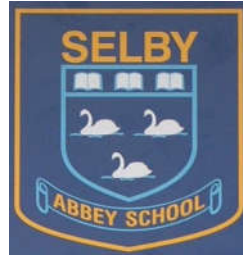


North Yorkshire County Council
SELBY ABBEY CE (C) PRIMARY SCHOOL

New Lane
Selby
North Yorkshire
YO8 4QB

Telephone: 01757 703817



Head teacher

Mrs Jo Jennings NPQH

Chair of the Governors

John Weetman

Email: admin@selbyabbey.n-yorks.sch.uk
www.selbyabbeyprimaryschool.co.uk

24th May 2018

Dear Parents/Carers

You may be aware that new data protection legislation comes into force on 25th May 2018. In advance of this, we are required to let you know what information we collect in school and how it is used.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under

- Various Education Acts

If you would like this information in another language or format such as Braille, large print or audio, please ask us.



Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data only whilst your child attends this school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority North Yorkshire County Council
- the Department for Education (DfE)
- NHS bodies
- Police after receipt of authorisation form
- Agencies (with consent/or safeguarding issue)
 - Children's Social Care
 - CAMHs
 - Prevention Service
 - Healthy Child Team
 - Education Psychologists
 - Speech & Language

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. 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)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

If you would like this information in another language or format such as Braille, large print or audio, please ask us.



Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Jo Jennings, headteacher who will pass your request to our DPO, Veritau. Their contact details are:-

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
schoolsDPO@veritau.co.uk or phone 01609 532526

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this letter, please contact:
Mrs Jo Jennings, the headteacher via the School Office.
Or
The Schools DPO, Veritau (contact details above)

A new version of our Privacy Notice will be issued in the near future in line with GDPR requirements.

Thank you.

Yours sincerely
Jo Jennings

Mrs Jo Jennings
Headteacher

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