



## PRIVACY NOTICE

### ***Primary Age Pupils in Maintained Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings***

#### **Privacy Notice - Data Protection Act 2018**

We, Greensand Academy Trust (Wray Common Primary School), are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.
- Comply with the law regarding data sharing

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information

#### **Collecting Pupil Information**

*Whilst the majority of pupil information you provide to us is mandatory, some of it is provided 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 whether you have a choice in this.*

#### **Storing Pupil Data**

*We hold pupil data in centrally managed databases via Capita SIMS software MIS (Management Information System). Pupil and parent data is protected with usernames and passwords, permission level access and secure encrypted access.*

#### **Sharing of Information**

*We will not give information about you to anyone without your consent unless the law and our policies allow us to.*

We will pass some information about you to our Local Authority (LA), the Department for Education and schools that pupils attend after leaving us.

#### **Why we share pupil information**

We share data with the DFE on a statutory basis. This data sharing underpins school funding and educational attainment and monitoring.

We are required to share information about our pupils with the DFE under regulation 5 of The Education Regulations 2013.

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.



## **Requesting Access to Your Personal Data**

If you want to receive a copy of the information about you that we hold or share, please contact:

Julie Newton  
School Business Manager  
Wray Common Primary School, Kendal Close, Reigate, Surrey, RH2 0LR  
jnewton@wray-common.surrey.sch.uk

The Data Protection Officer for Greensand Multi Academy Trust is:

Mrs Wendy Hill  
Reigate School, Pendleton Road, Reigate, Surrey, RH2 7NT.  
Tel: 01737 243166  
w.hill@reigate-school.surrey.sch.uk

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

Corporate Information Governance Manager  
Legal & Democratic Services  
County Hall – Room 129  
Penrhyn Road  
Kingston upon Thames  
Surrey KT1 2DN  
[www.surreycc.gov.uk](http://www.surreycc.gov.uk)      Email: [corpig@surreycc.gov.uk](mailto:corpig@surreycc.gov.uk)      Tel: 03456 009 009

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
[www.education.gov.uk](http://www.education.gov.uk)      Email: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288