



Bosham Primary School Privacy Notice

This notice is provided to help you understand how and why we collect personal information (or “data”) about students and other individuals, and what we do with that information. We use (or “process”) personal information in accordance with the law relating to data protection. The General Data Protection Regulation (GDPR) outlines your rights in respect of this. Bosham Primary School, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QF is the Data Controller for the purpose of GDPR.

Personal information means any information relating to you, or information that when combined with other information identifies you. Personal information includes your name, address, email address, CCTV images and photographs and also includes online identifiers such as internet protocol (IP) addresses, or cookie identifiers.

How and why we collect and use personal information

We collect and process information in a number of areas to promote the welfare of our students, help every girl fulfil her potential and manage our schools effectively. We use personal data:

- To safeguard and promote the welfare of our students
- To support our students' learning and help every student fulfil her potential
- To support students with Special Educational Needs or Disability (SEND)
- To manage our schools effectively
- To understand our customer base and to develop and grow our business
- For the employment and management of our staff
- To communicate with our network of alumnae
- To generate philanthropic income

Parents provide information about themselves and students when completing the data collection sheet on attendance to our school every year, as well as related documents such as registration and health record forms. Personal information is also collected directly from students and parents by direct means such as meetings, discussions, Google forms, school work and in general correspondence. Whilst we collect most of our personal information from students and parents directly, in some cases personal data may be supplied to us by third parties, for example another school, a local authority, or other professionals.

Data Protection Officer

Our Data Protection Officer is Shelley Farrell from the 01.09.23. You can contact her at bursar@boshamprimary.co.uk or via our postal address (Bosham Primary School, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QF). Please mark the envelope 'Data Protection Officer'.

Child-friendly Privacy Notice

We collect and use information for all kinds of reasons. A new law was made that keeps your information safe – things like your address, date of birth and phone number. This new law tells organisations like your school exactly what they can do with your information.

When we collect some information about our pupils like you. It is our job to tell you how we collect the information, how we will record it and how we will use it.

In this notice, you see different names or terms used that you may not be familiar with, such as:

- **Data Controller:** This person (or group of people, like a school) oversees the information we collect.
- **Data Processor:** This person processes information for the Data Controller.
- **Data Protection Officer (DPO):** This person makes sure we do everything the law says. Here at the Bosham Primary School the DPO is Shelley Farrell.
- **Personal Data:** This means any information that can be used to identify someone, such as your address and date of birth.

The 'Data Controller' must look after your personal information which is called data. The person who makes sure your school does what the law says is called the Data Protection Officer or 'DPO'. The DPO at Bosham Primary is Shelley Farrell. You are welcome to ask Shelley questions or tell her if you are not happy about how your information is being used by sending her an email at bursar@boshamprimary.co.uk.

How we collect information

We collect information about you from your parents when you join the school, and we may ask you for some information. Sometimes your old school, the local council or other organisations may share information with us. The reasons we use your personal data includes:

- Making sure you are safe and seeing if you need any help
- Teaching and learning
- Giving you extra learning support if you need it
- Running our schools properly

Making sure you are safe and seeing if you need any help

Your safety is very important to us. We keep class registers and keep a record of your attendance and to record absences from school. We keep records of your behaviour in school and may keep some notes on how you get on with other students. This is so we can see if there are areas where we can help if we think there is a problem. If you change schools, we may send this information to your new school. Also, if we cannot solve a problem ourselves and it is a serious matter, we may need to speak to the local authority children's services, the health service or the police.

Teaching and learning

We keep a record of your progress in classes and use this for grade predictions. We share this information with your parents in your school reports.

Giving you extra learning support if you need it

It is the school's responsibility to support students with any special educational needs like a learning difficulty or disability. For us to do this we may need to consult with external help to meet the student's needs.

Running our schools properly

To run a school properly means lots of paperwork! We keep records of all our students, including date of birth, address, parent/guardian details, any allergies or illness we need to know about it.

Photographs

Your school may take a photograph of you when you start at school, so teachers know who you are! Teachers may take photographs or record video during lessons, performances or school trips so they can keep a record of how well you are doing in school.

Photographs for the newsletter, or to use on social media we will ask for permission. We will ask your parents for their permission to use your photographs. Remember you do not have to agree to this and it is fine if you do not want to be photographed. It is your choice!

CCTV

We may use CCTV to keep your school safe, but we never use it in private areas such as changing rooms or toilets. If you are worried about this speak to your teacher.

What are your rights?

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

A request to see the information we hold is called a 'subject access request' but remember, it is YOUR information so if you feel uncomfortable about anything that might be disclosed, speak to your teacher or you can email the DPO – Shelley Farrell at bursar@boshamprimary.co.uk .

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time. If you're worried about how we use your information or would like to use any of your rights please speak to your teacher, or you can email the DPO – Shelley Farrell at bursar@boshamprimary.co.uk .

If you want to speak to somebody who is not part of Bosham Primary School, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113.

Some important things to know

1. The law allows us to use your personal information to help us do our job. Most of the time we won't ask for permission to do this but sometimes we might.
2. We may share your information with others, but only when we really need to and when the law says we can
3. We will ask for your permission to share your information whenever you have a choice.
4. You can ask us not to share your information or use your photo where you have a choice (even if you said we could before) – we really don't mind if you say no!