



# WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

<b>Title</b>	<b>Privacy Notice Policy</b>
<b>Year</b>	2017/2018
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<b>Governor Link</b>	Andre Gonzalez de Savage
<b>Date approved by Full Governing Body</b>	September 2016
<b>Review Date</b>	September 2018

## **Privacy Notice Policy**

### **Data Processing**

The school processes personal data about its learners and is a “data controller” in respect of this for the purposes of the Data Protection Act 1988. It processes this data to:

- support its learners teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), and Primary Care Trusts (PCTs). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Learners, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

### **Text Messaging to Parents**

The school has a duty of care to all of their learners, and this care comes into being everyday at the start of the school day and whilst the learner is on school premises. In order to assist with this duty this school has made the decision to introduce a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events. To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the learner’s first name, no other personal data will be retained by the Texting Company.

### **Further Information**

If you require any further information please contact the school.