



## **GIGGLESWICK PRIMARY SCHOOL**

**Church Street, Giggleswick, Settle, North Yorkshire, BD24 OBJ**

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Tel. 01729 822248

**Executive Headteacher: Mrs Catherine Maddocks**

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**A member of The Ribblesdale Federation of Schools\* – Do everything in love (1 Corinthians 16:14)**

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# **Pupil and Parent Privacy Notice General Data Protection Regulation (GDPR)**

*This Privacy Notice has been written to inform parents and pupils of The Ribblesdale Federation of Schools enrolled at Giggleswick Primary School about what we do with your personal information. This notice may be subject to change.*

## **Who are we?**

Giggleswick Primary School is a 'Data Controller' as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd. To be its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact the school or Veritau. Veritau's contact details are:

**\*The Ribblesdale Federation of Schools** comprises:  
Giggleswick and Hellifield Community and Long Preston Endowed (VA) Primary Schools.

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA  
[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025

*Please ensure you include the name of your school in all correspondence.*

### **What personal information do we collect?**

The personal data we collect about you includes:

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Educational and assessment attainment (such as Phonic results, KS1, KS2 results and relevant results)
- Free school meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extra-curricular activities
- Before and after school clubs

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We will also process certain 'special category' data about our pupils including:

- Relevant medical information – please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Race, ethnicity and religion

### **Why do we collect your personal information?**

We process your information for the purposes outlined below:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- We also may keep some information for historical and archiving purposes in the public interest

### **What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(b) – contractual obligation
- Article 6(1)(c) – legal obligation
- Article 6(1)(d) – vital interests
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) – legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(b) – employment and social security and social protection law
- Article 9(2)(c) – vial interests
- Article 9(2)(d) – carried out by a not-for-profit body
- Article 9(2)(e) – manifestly made public

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- Article 9(2)(f) – legal claims
- Article 9(2)(g) – reasons of substantial public interest
- Article 9(2)(h) – health or social care purposes
- Article 9(2)(i) – public health
- Article 9(2)(j) – archiving, research and statistics

### **Who do we obtain your information from?**

We normally receive this information directly from you. However, we may also receive some information from the following third parties:

- Department for Education (DfE)
- North Yorkshire Council
- Previous schools attended

### **Who do we share your personal data with?**

We may share your information with the following organisations:

- Schools that the pupils attend after leaving us
- North Yorkshire Council to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- The Department for Education (DfE)
- National Health Service bodies
- The Ribblesdale Federation of Schools may share this information throughout the Federation

For more information on information sharing with the DfE (including National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We may also share your information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(1)(e) (public task) or Article 6(1)(a) (consent).

**Where we rely on Article 6(1)(e) you have the right to object to processing and where we are relying on Article 6(1)(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.**

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## **How long do we keep your personal data for?**

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

## **International transfers of data**

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

## **What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request a copy of the personal data we hold about you
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to our personal data being processed

If you have any concerns about the way we handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on Contact us/ICO.

## **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed January 2025.