



This Privacy Notice has been written to inform pupils and parents of Aragon Primary School about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils and Parents Privacy Notice.

### **What information do we collect and why do we need it?**

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

- Basic personal information (e.g. name, pupil number, DOB and address) (pupils, parents)
- Safeguarding information (pupils)
- Job role and evidence of employment in this role (parents)
- Attendance information (pupils)

### **We will also process information which may include 'special category' data about our pupils including:**

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information (pupils)

### **Why do we process your personal data?**

We are processing this information to facilitate the provision of care for vulnerable children and the children of essential workers.

This involves:

- Processing pupil information to facilitate their learning and meet any care requirements that they have.
- Processing parents' employment information to confirm their status as an essential worker.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

- Article 6 (c) legal obligation
- Article 6 (d) public task

Please refer to our standard Pupils and Parents and Employees Privacy Notices for further information about the lawful basis we rely upon to process your data.

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

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Local Education Authority
- Previous schools attended

### **Who has access to your personal data?**

Your information will only be made available to those who need it to perform the functions of their job.

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

We are obliged to share attendance data with the Department for Education during this time. The following information will be shared:

1. The names of all children who are in attendance on each day
2. If the child is not enrolled at the school, the name of the school where the child is enrolled
3. Whether the child is present on each day
4. Whether the child has parents who are essential workers
5. If the child is vulnerable e.g. they have on an education health and care plan (EHCP), have a social worker (CiN), or are looked after children
6. If the child is on an EHCP
7. If the child has a social worker
8. The time the child signed into the school
9. The time the child signed out of the school
10. The number of children or staff members that are ill, isolating, shielding and whether there is a suspected or confirmed case of COVID-19.
11. The number of children or staff members who have been asked to self-isolate by the NHS Test and Trace system.
12. The number of children or staff members living with a clinically extremely vulnerable person.

If you are eligible for free school meals we will share your information with a third party processor for the purposes of providing vouchers to parents whilst pupils are not attending school due to the COVID-19 pandemic response.

For further details about who we share information with, please see our full Pupil and Parents Privacy Notice.

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

We will only retain your data for as long as it is necessary to do so. In respect of parents, we will not retain a copy of the evidence that you provide to us to prove that you are an essential worker.

For further details about retention of your data, please refer to our Data Retention Policy.

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

Under GDPR data subjects 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 access to your personal data that we hold, and be provided with a copy of it
- 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 your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on [DPOfficer@glenthorne.sutton.sch.uk](mailto:DPOfficer@glenthorne.sutton.sch.uk)

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

**Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF; 0303 123 1113**