



PRIVACY NOTICE

YOUR DATA MATTERS

Signed: Sharon Dyer
Position: Chair

Date: 25th May 2018
Review Date: 24th May 2019

PRIVACY NOTICE YOUR DATA MATTERS

1 INTRODUCTION



At St Matthews Children's Action Group, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

As a condition of your child/children attending St Matthews Children's Action Group you consent to the terms of the Privacy Notice as it may be updated from time to time. This Privacy Notice applies exclusively to St Matthews Children's Action Group.

Please find below a list of abbreviations we have used in this document:

- SEND Special Educational Need and Disability
- GDPR General Data Protection Regulation
- UK United Kingdom
- LA Local Authority
- NHS National Health Service

2 WHAT WE NEED



Whilst the majority of the personal data you provide to the company is mandatory, some is provided on a voluntary basis. When collecting data, the company will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of child information that the company collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses Parents and Carers Information
- Characteristics – e.g. ethnicity, language,
- Attendance information – e.g. number of absences
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

3 WHY WE NEED IT



St Matthews Children's Action Group collects and uses personal data relating to children and their families, and we may also receive information regarding them from their school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support activities
- To monitor and report on children
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children
- To contact parents/carers with updates, news about the school

4 WHAT WE DO WITH IT



We do not share information about our children/parents with anyone without consent unless the law and our policies allow us to do so.

- agencies that support your child's wellbeing
- Local Council
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. St Matthews Children's Action Group will not share your personal information with any third parties without your consent unless the law allows us to do so. The company routinely shares children's information with:

- The LA
- The NHS
- Professional advisers and consultants
- Suppliers and service providers
- Our regulator, Ofsted (the organisation that supervises us).
- Other agencies that support your child's wellbeing

5 HOW LONG DO WE KEEP IT?



Personal data relating to children at St Matthews Children's Action Group and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, we do not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and in line with our retention statement.

6 WHAT ARE YOUR RIGHTS?



Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's information contact:

Kuljit Singh Walia
St Matthews Children's Action Group
The What Cabin
Willow Street
St Matthews Estate
Leicester
LE1 2HP

Tel: 0116 2626551

Email: whatcabin@yahoo.co.uk

You also have the right to:

- Be informed about how St Matthews Children's Action Group uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the GDPR

7 CONTACT DETAILS AND USEFUL WEBSITES

If you have a concern about the way St Matthews Children's Action Group is collecting or using your personal data, you can raise a concern with St Matthews Children's Action Group or you can also contact:

Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester
LE4 5PJ

TEL: 0845 519 1772

EMAIL: info@dpoforschools.co.uk

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You may also contact the ICO.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

www.ico.org.uk

In the search box type at the top of the page type:

- GDPR
- Data Subject rights

www.leicester.gov.uk

In the search box type at the top of the page type:

- GDPR
- Education
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8 WHERE CAN YOU FIND OUT MORE INFORMATION?



If you would like to find out more information about how we collect, use and store your personal data, please visit our website St Matthews Children's Action Group to download our GDPR Data Protection Policy or request a copy from the office.