**Privacy Notice - GDPR (General Data Protection Regulation).**

Mobberley C of E Primary School adheres to all data protection guidance. Our school provides mainstream education, before school and after school activities/supervision for children aged 4-11.

**Why we hold information**

In order to ensure the best support for children and families, we are required to work as part of a multi-disciplinary team within our local authority, this includes holding and sharing information and records that relates to children. Information is shared with the colleagues in departments such as finance, education, health & social care.

**How we gain your consent:**

Parents are asked to sign their consent to the sharing of information on our enrolment forms and yearly permission slips.

The only information shared without consent may be through a child protection referral, as is our statutory duty.

**How we use and share information:**

* To provide and operate our education and care service
* To access support from colleagues as part of our multi-disciplinary team, e.g. in discussions with our linked Health Professionals.
* In referral forms to request additional support such as EHA (Early Help Assessment), Speech and Language,
* To access funding such as; Pupil Premium, Sports Premium, etc.
* When your child leaves the school all their learning records are passed onto the receiving setting/school named by the parent.
* In the transfer of children’s learning and development records to receiving settings when a child moves.

**How we store information:**

Personal information will be handled securely and shared strictly on a need to know basis, only by those specifically authorised to do so, and will not be kept longer than is necessary.

Any sensitive information shared electronically is sent securely using password protection.

**Your Rights:**

You have the right to withdraw your permission for the sharing of information at any time.

You have the right to see personal information held about you and your child.

**Retention Periods:**

Different information is retained by the settings for various amounts of time according to statutory legislation. Specific retention periods are outlined in our Data Audit, please ask the Headteacher for details.

In summary:

Information on Special Educational Needs is retained for one year (after the child leaves our setting) to enable us to respond to information requests from services, which are helping your child.

School developmental data analysis is retained in order to provide Ofsted with evidence of children’s progress over time.

We also ask your permission to use and retain school based photographs/video clips of your child engaging in their activities which can be used in displays, promotional materials and to train staff. If you do not wish your child’s photo/video to be used please do not sign the (yearly) consent form for this.