

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

For Class School Lists to be sent from Hartford Manor Primary School & Nursery to Cheshire and Wirral Partnership:

Who Will Own My Data Once I Submit It?

Cheshire West and Chester Council will be the joint data/data controllers with Hartford Manor Primary School & Nursery.

Why Do You Need My Information?

We use the pupil data:

- To support the national child measurement programme to benchmark the prevalence of underweight, healthy weight and obese children
- To meet individual needs for the school entry assessments
- To support the flu vaccination programme
- To support the national vaccination Programme to protect against cervical cancer, tetanus, diphtheria and polio

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of)
- Relevant medical information

What Allows You To Use My Information?

We collect and process pupil information as part of our public functions and provision of public health under the Data Protection Act 2018

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)
- [Public Health England – National Child Measurement Programme](#)
- [NHS England – Vaccination Programme](#)
- [LGPI – Health Act 2007 \(Section 221\) 2 A & B](#)

Who Will My Information Be Shared With?

We routinely share pupil information with:

- Cheshire West and Wirral Partnership
- Cheshire West and Chester Council
- the Department for Education (DfE)

Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under the Data Protection Act.

How Long Will You Keep This Data For And Why?

This data will be kept until the 25th Birthday of each data subject.

How Will My Information Be Stored?

Cheshire and Wirral Partnership will store your information securely. Your information will only be used for the intended purpose and the function described. Cheshire and Wirral Partnership will store your information within electronic folders that have access levels. Only professionals that are directly involved within the work area will have access to your information.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact the Head Teacher, head@hartfordmanor.cheshire.sch.uk.

Our data protection officer is the School Data Protection Officer, Cheshire West & Chester Council. The School Business Manager is our data protection lead.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data please contact the School Business Manager, sbm@hartfordmanor.cheshire.sch.uk .

If you prefer, you may contact the School's independent Data Protection Officer, schoolDPO@cheshirewestandchester.gov.uk or by post: Data Protection Officer, Hartford Manor Primary School & Nursery, Stones Manor Lane, Hartford, Cheshire, CW8 1NU

You also have the right to complain to the Information Commissioner's:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113