



Laxey School, Quarry Road, Laxey, Isle of Man

Department of Education, Sport and Culture
Rheynn Ynsee, Spoyrt as Cultoor

Headteacher
Maxim J Kelly

Deputy Headteacher
Trish Dudley



Laxey Primary School

Quarry Road, Laxey
Isle of Man, IM4 7DU

Direct Dial No: (01624) 861373
Website: <https://laxey.sch.im>
Email: laxeyenquiries@sch.im

LAXEY/DHOON SCHOOLS GENERAL DATA PROTECTION POLICY

Laxey/Dhoon schools are the data controller of the personal information you provide to us. This means the schools determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Laxey/Dhoon Primary Schools uphold are imposed on the processor.

Max Kelly is the data protection officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

Why do we collect and use your information?

Laxey/Dhoon Primary Schools hold the legal right to collect and use personal data relating to pupils and their families, we may also receive information regarding them from their previous school, LA and/or the Department of Education Sport and Culture (DESC).

In accordance with data protection laws, the personal data of pupils and their families is collected and used for the following reasons:

- . To support pupil learning
- . To monitor and report on pupil progress
- . To provide appropriate pastoral care
- . To assess the quality of our service
- . To comply with the law regarding data sharing
- . To safeguard pupils

Which data is collected?

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

- . Personal information e.g names, pupil numbers and addresses
- . Characteristics e.g ethnicity, language, nationality, country of birth and free school meal eligibility
- . Attendance information e.g number of absences and absence reasons
- . Assessment information e.g individual attainment and achievement levels
- . Relevant medical information
- . Information relating to SEN
- . Behavioural information e.g number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school 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.

How long is your data stored for?

Personal data relating to pupils at Laxey/Dhoon Primary Schools and their families is stored in line with the DESC's retention schedule.

In accordance with the General Data Protection Regulations (GDPR), the school does 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.

Will my information be shared?

Before sharing data, all staff members will ensure:

- . They are allowed to share it
- . That adequate security is in place to protect it
- . The person or organisation who will receive the data has been outlined in a privacy notice
- . The person or organisation who will receive the data have confirmed in writing, through the use of a data sharing agreement form, that they comply with the GDPR and any other relevant data protection legislation

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- . Be informed about how Laxey/Dhoon Primary schools use your data
- . Request access to the personal data that Laxey/Dhoon schools hold
- . 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.

Please refer to our website for our privacy notice.

In the event of a breach in data we will inform Andrew Shipley at the DESC within 72 hours.

Permission Slips

Any information gathered on a slip will be kept by the school administrator in accordance with the DESC's data retention schedule and will be destroyed following the conclusion of the event.

Schools are required to share pupils' data with the DESC on a statutory basis. Laxey/Dhoon Primary Schools are required by law to provide information about our pupils to the DESC as part of statutory data collections which are stored on ARBOR. Personal data which is stored may be used for:

- . Conducting research or analysis
- . Producing statistics
- . Providing information, advice or guidance

The DESC has robust processes in place to ensure the confidentiality of any data shared is maintained.

Laxey/Dhoon schools will not share your personal information with any third parties without your consent. unless the law allows us to do so.
