

# **DUNGANNON PRIMARY SCHOOL - DATA PROTECTION STATEMENT**

The information provided on the Data Collection Form by you to Dungannon Primary School is required by us. We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our pupils and their parents/families/carers/legal guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases, we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the school has a legitimate interest in providing pupils with an education, safeguarding and promoting pupil welfare, facilitating the efficient operation of the school.

We may also use your personal information, less frequently to protect a pupil's or their family's interests (or someone else's interests). For example, when investigating a complaint made by another pupil.

We keep personal information electronically on the School's information management systems, the School's IT network, or manually in indexed filing systems.

When we process your personal information, for example, collect it on a form or store it in a file or on a computer, the school is obliged to comply with the General Data Protection Regulation (GDPR).

We will process your personal information on the legal basis that it is part of our public task and substantial public interest to do so.

We may have to share pupil and their family's data with third parties, including third-party service providers and other bodies such as:

- The new school/s that the pupil attends after leaving us
- The Department of Education
- The Education Authority for Northern Ireland
- Northern Ireland Council for Curriculum Examinations and Assessments
- The Board of Governors
- General Teaching Council for Northern Ireland
- Middletown Centre for Autism
- Exceptional Circumstances Body
- Department of Health and Health & Social Care Trusts
- PSNI
- C2K School Management Information System
- Data Systems such as [e.g. Doodle]
- Examination Boards such as AQE, GL, AQA, CCEA and Excel
- Commercial standardised test providers
- Local Clergy

Your personal information will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notices on our website **[www.dungannonps.co.uk](http://www.dungannonps.co.uk)** and we have hard copies available at our school office. Our Privacy Notice provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions or concerns. Please read our Privacy Notices carefully before completing this form.