

## Privacy Notice

**Introduction** Portadown Integrated Nursery and Primary School (the "School") is committed to protecting the privacy and personal data of pupils, parents, staff, and other stakeholders. This Privacy Notice outlines how the School collects, uses, stores, and protects personal data in compliance with applicable data protection laws, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

**1. Data Controller** The School is the data controller for the purposes of data protection laws. This means that the School determines the purposes and manner in which personal data is processed. For queries regarding this Privacy Notice, you can contact:

**Principal:** Mr. Feargal Magee

**Address:** Portadown Integrated Nursery and Primary School

**Phone:** 028 38350754

**Email:** [info@portadownintegrated.portadown.ni.sch.uk](mailto:info@portadownintegrated.portadown.ni.sch.uk)

**2. The Data We Collect** The School collects, processes, and holds personal data to carry out its educational and administrative functions. This includes:

### A. Pupil Data:

- Name, date of birth, gender.
- Address and contact details.
- Medical information and special educational needs
- Academic records, attendance, and behavioural information
- Photographs and video recordings (for identification, events, or educational purposes)

### B. Parent/Guardian Data:

- Name and contact details
- Relationship to the pupil
- Financial information (for payments such as school meals or trips)

### C. Staff Data:

- Name, address, and contact details.
- Employment records, qualifications, and payroll information
- Performance appraisals and training records

### D. Other Data:

- Visitors' contact information.
- CCTV recordings for security purposes

**3. Purpose of Data Collection** The School collects and processes personal data for the following purposes:

- Providing education and support to pupils
- Monitoring and reporting on pupil progress.
- Safeguarding and promoting pupil welfare.
- Managing admissions and attendance
- Communicating with parents and guardians
- Managing staff employment and performance
- Complying with legal and regulatory requirements
- Supporting the administration of school activities, events, and trips
- Ensuring the security of the premises through CCTV

**4. Legal Basis for Processing** The School processes personal data under the following legal bases:

- **Consent:** For specific purposes, such as using photographs for promotional materials, with consent from parents or staff.
- **Contractual:** To fulfil obligations under employment or education agreements.
- **Legal Obligation:** To comply with laws, such as safeguarding and health and safety regulations.
- **Public Task:** To perform tasks in the public interest, including delivering education.
- **Vital Interests:** To protect the welfare of individuals, particularly in emergencies.

**5. Data Sharing** The School may share personal data with:

- Educational authorities such as the Education Authority (EA) and the Department of Education (DENI)
- Examining bodies
- Third-party service providers (e.g., IT services, school meal providers)
- Health professionals, social services, and safeguarding authorities
- Law enforcement and legal advisors, where required.

The School ensures that data sharing is done securely and only when necessary.

**6. Data Retention** The School retains personal data only for as long as necessary to fulfil the purposes outlined in this notice or to comply with legal obligations. Retention periods are determined by statutory and regulatory requirements.

**7. Data Security** The School takes appropriate technical and organizational measures to safeguard personal data against loss, unauthorized access, or misuse. This includes:

- Secure storage systems
- Access controls
- Regular staff training on data protection

**8. Your Data Protection Rights** Under data protection laws, individuals have the following rights:

- **Right to Access:** Request a copy of your personal data.
- **Right to Rectification:** Request corrections to inaccurate or incomplete data.
- **Right to Erasure:** Request deletion of your data, where applicable.
- **Right to Restrict Processing:** Request limits on how your data is used.
- **Right to Data Portability:** Receive your data in a commonly used format.
- **Right to Object:** Object to certain data processing, such as direct marketing.
- **Right to Withdraw Consent:** Where processing is based on consent, withdraw it at any time.

To exercise these rights, contact the School's Data Protection Officer (DPO).

**9. Complaints** If you believe the School has not complied with your data protection rights, you can lodge a complaint with the Information Commissioner's Office (ICO):

**Website:** <https://ico.org.uk>

**Phone:** 0303 123 1113

**10. Updates to this Privacy Notice** The School reserves the right to update this Privacy Notice as necessary. The latest version will always be available on the School website or upon request.

**Last Updated:** September 2024

**Acknowledgment** By enrolling your child at Portadown Integrated Nursery and Primary School, you acknowledge that you have read and understood this Privacy Notice.