



Tapestry Privacy Notice

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



INTRODUCTION

This Privacy Notice explains the types of personal data we collect about you in order to use Tapestry, why we hold it and who we share it with. It also explains how we'll store and handle that data and keep it safe.

Hadleigh Community Primary School is registered under the General Data Protection Regulations 2018 as a data controller.

Our Data Protection Officer is Tracey Riches, Clear 7 Consultancy.

WHAT TYPES OF PERSONAL DATA DO WE COLLECT?

The categories of pupil information that we collect include:

- Personal information: including name, DOB, parental email address
- Characteristics: including ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment information
- Photos and video recordings

WHY WE HOLD YOUR PERSONAL DATA

We collect and use the pupil data to:

- Allow registration
- Allow parents and carers secure access to their individual child's online learning journey
- Enable EYFS staff to access and upload observations, photos and videos of your children's learning

Explaining the legal bases, we rely on

We process pupils' personal data in this situation where we:

- Have obtained consent to use it to create an online Tapestry account

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We only keep your data for as long as is necessary for the purpose for which it was collected. At the end of the Reception year the Learning Journeys can be downloaded by parents and then they will be deleted from Tapestry.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

In signing up for Tapestry you agree to staff sharing photos and observations with you.

You agree that your child may appear within the background of any Tapestry group photos.

You agree not to upload any Tapestry photos, videos or observations online.

We are required to share your information with The Foundation Stage Forum Ltd the providers of Tapestry and they are GDPR compliant.



The Department for Education has legal powers to collect the pupil, child and workforce data that schools, local authorities and awarding bodies hold. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

WHERE YOUR PERSONAL DATA MAY BE PROCESSED

The school will not transfer your data to countries outside the European Economic (EEA) OR sometimes we will need to share your personal data with third parties and suppliers outside the European Economic Area (EEA), such as Australia or the USA.

Any transfer of your personal data will follow applicable laws and we will treat the information under the guiding principles of this Privacy Notice.

The Foundation Stage Forum Ltd comply with GDPR and store their data within the EU.

Please be aware that if you choose to securely access your child's Tapestry account whilst outside the EU, then you will have chosen to send that data to a non-EU country.

WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the right to:

- Request access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- Require the school to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing.
- Object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.
- Withdraw consent. Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

If we are not able to action your request, we will explain to you the reasons why.

CONTACTING THE REGULATOR

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them by calling 0303 123 1113 or go online to www.ico.org.uk/concerns

ANY QUESTIONS?

We hope this Privacy Notice has been helpful in explaining how we handle your personal data and your rights to control it.

If you have any questions, please contact our Data Protection Officer who will be pleased to help you:

Email us at GDPR@hadcps.uk or write to us via the school office.