SUDLEY PRIMARY SCHOOL

School Privacy notice for pupils, parents and carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and their parents or carers**.

We, Sudley Primary School, are the 'data controller' for the purposes of data protection law.

What categories of personal data we hold and process for pupils

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- **Personal identifiers and contacts** – e.g. name, date of birth, unique pupil number (UPN), contact details and address, photograph
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs and outside agency involvement
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools attended
- **Assessment and attainment** – e.g. any relevant internal assessments and externally set assessments/tests
- **Behaviour information** – e.g. this may include incidents, exclusions and any relevant alternative provision put in place
- **Additional Activities** – e.g. Before and after school clubs, trips, organised events/interventions within school time
- **Pupil Premium Children –** reason for entitlement to Pupil Premium

- **Information provided by parents or carers –** e.g. records of emails, letters or telephone conversations.

This list is not exhaustive, we may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we collect and use this pupil data

We will only collect your information when we have a good reason to do so in line with the law- this is known as having a lawful basis to use data.

We collect and use pupil information, for the following purposes:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us by the department for education

What categories of personal data we hold and process for parents and carers

Personal data that we may collect, use, store and share (when appropriate) about parents and carers includes, but is not restricted to:

- **Personal identifiers and contacts** – e.g. name, contact details including contact preferences, address, photograph, place of work, relationship to child/ren, signature
- **Safeguarding information** – e.g. court orders and professional involvement
- **Information provided by parents or carers –** e.g. records of emails, letters or telephone conversations.
- **Additional Activities** – e.g. attendance on trips, attendance at organised events
- **Financial Information –** e.g. records of payments for trips etc

Why we collect and use this parent or carer data

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us by the department for education

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c)** & **(d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for DfE census information
    - Section 537A of the Education Act 1996
    - the Education Act 1996 s29(3)
    - the Education (School Performance Information)(England) Regulations 2007
    - regulations 5 and 8 School Information (England) Regulations 2008
    - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

Collecting this information

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

We collect personal information about pupils, parents and carers via the following methods:

- Registration forms
- Common Transfer File (CTF) from a previous school
- Child protection plans
- Written records from other settings

How we store this data

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy.

We keep personal information about pupils, parents and carers while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The school data protection policy details security measures in place to protect data. This policy is published on the school website and available from the school office.

Data sharing

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as off-site educational visits, safeguarding concerns and exclusions
- The Department for Education (DfE)- to meet our legal obligations
- The pupil's family and representatives - to meet our legal obligations
- Schools that a child may move on to – to meet our legal obligations
- Our regulator – Ofsted - to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government- to meet our legal obligations
- Our auditors - to meet our legal obligations
- Health authorities - to meet our legal obligations e.g. NHS school health service
- Health and social welfare organisations - to meet our legal obligations
- Professional advisers and consultants – to enable them to provide the service we are contracted for
- Police forces, courts, tribunals - to meet our legal obligations
- Professional bodies – to enable them to provide the service we have requested

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

Department for Education

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example, how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and- supporting-information.

Sharing

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter. To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under UK GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Miss M Moore, Office Manager on 0151 427 2941.

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Miss M Moore, Office Manager.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school.

Sudley
Primary School

Declaration

I, parent or carer of _____(**name of child)**, declare that I understand…

- The categories of my personal information **Sudley Primary School** collects and uses.
- **Sudley Primary School** has a lawful basis for collecting and using my personal information.
- **Sudley Primary School** may share my information with the DfE, LA and other stated organisations.
- **Sudley Primary School** does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with **Sudley Primary School's Records Management Policy**.
- My rights to the processing of my personal information.

Confirmation of all parents and carers for the child.

:	:
Name:_____	Name:_____
Signature:_____	Signature:_____
Relationship to child:_____	Relationship to child:_____
Date:_____	Date:_____