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Head Teacher: Mrs Nichola Stewart

## **GDPR privacy notice for pupils and their families (update June 2019)**

The Data Protection Officer (DPO) for Suffield Park Infant and Nursery School is Miss Lindsay Kerry. It is the DPO's duties to oversee that the staff at our Nursery and School are following General Data Protection Regulations (GDPR). Please use the contact details above if you have a question regarding GDPR.

### **How we use pupil information**

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information and education records (such as Teacher assessment, any relevant test and exam results)
- Special Educational Needs information (such as any needs you may have)
- Behavioural information (such as, achievements, exclusions, behaviour reports, internal exclusions and detentions, any alternative provision in place)
- Health and medical information (such as Doctors information, dietary requirement, allergies, medical conditions, medication details)
- Safeguarding and Child Protection (such as reports and disclosures, court orders and other professional involvement)
- Photographs and video clips (such as the children working, children showing their work, doing assembly, taking part in an event)
- Trips and clubs (such as special event e.g. cross country, clubs during school time or after school)
- Catering (such as informing the kitchen as to what the children are having for lunch)

### **Why we collect and use this information**

We use the pupil data:

- To support pupil learning.
- To monitor and report on pupil attainment and progress.
- To provide appropriate pastoral care.
- To keep pupils safe.

- To assess the quality of our services.
- To comply with the law regarding data sharing.
- To meet legal duties placed on us by the government
- To promote the school in the wider community.
- To contact parents with important information about school events.

### **The lawful basis on which we use this information**

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- Article 6 of the GDPR (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests).
- Article 9 of the GDPR where the data processed is 'special category' data where the lawful basis is legal obligation or public task.
- We collect and use pupil information under a task performed in the public interest where it relates to a child's educational progression.
- School Census.
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions)
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.
- Children and Families Act 2014 includes a duty on schools to support children with medical conditions.
- The Equality Act 2010 (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at a substantial disadvantage compared with their peers.
- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child.
- Education Act 1996, relating to attendance at school.

### **Collecting pupil information**

- 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.
- Some of the ways in which we collect information is through
- Registration forms - this information is held on Pupil Asset (School) and Parenta (Nursery). These are our MI systems. We also hold paper copies in class files in the Office.
- Common Transfer File (CTF) from your previous school
- Child protection plans and Safeguarding files

### **Storing pupil data**

- We hold your personal information securely for the set amount of time shown in the school's **Records Management Policy**
- **We routinely share pupil information with:**
- Schools that the pupil's attend after leaving us;
- Our local authority
- NHS (which could include Health Visitors, Speech and Language (East Coast Community Health))
- Parent Support Advisor (if consent has been given)
- Professional Services e.g. Benjamin Foundation, EPSS Team (Educational Psychology & Specialist Support), Short Stay School, EHCP coordinator (Education Health Care Plan)
- Children's Services/Early Help Hub
- Reporting to Ofsted, Department for Education.

### **Why we share pupil information**

- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework. The DfE are legally allowed to share information with organisations fighting or identifying crime such as Home Office and the Police.

### **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)**

- 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. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. The

department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.
  
- The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:
  - Who is requesting the data
  - The purpose for which it is required
  - The level and sensitivity of data requested and
  - The arrangements in place to store and handle the data.
  - To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### **What are your rights?**

Parents/Carers and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

### **How to withdraw consent and lodge complaints**

- Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.
- If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**.
- You can raise a concern with the Information Commissioner's Office (ICO).

Suffield Park Infant and Nursery School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Here is a list of Third Parties we share information with if you have given consent for us to do so or you have signed up yourself:

- Maths Whizz
- Class Dojo
- Tapestry
- Tempest Photography
- Cool Milk
- Rock Steady
- Mad Science

If you have a concern about the way Suffield Park Infant and Nursery School and/or the DfE is collecting or using your personal data, you can speak to Miss Kerry (DPO at Suffield Park Infant and Nursery School) or raise a concern with the Information Commissioner's Office (ICO).

**How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Lindsay Kerry. If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK [website](#), or ask for a copy of our **Data Protection Policy** and **Records Management Policy**.

**If you have any trouble reading this form or require support please talk to your child's Teacher or Keyworker, or contact Miss Kerry**