



# Privacy Notice for parents/carers – use of your child’s personal data

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 to individuals where we are processing their personal data.

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

We, Old Fletton Primary School, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Julia Law.

## The categories of pupil information that we hold

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

- ❖ Personal information (such as name, date of birth, address and unique pupil number)
- ❖ 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 and any previous schools attended)
- ❖ Assessment and attainment information (such as Key Stage 1 and Key Stage 2 results)
- ❖ Medical information (including allergies and dietary requirements)
- ❖ Special education needs information (including the needs and ranking)
- ❖ Safeguarding information (such as professional involvement)
- ❖ Behavioural information (such as exclusions)
- ❖ Photographs
- ❖ CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we collect and use this information

We use the pupil data:

- ❖ To support pupil learning
- ❖ To monitor and report on pupil progress
- ❖ To provide appropriate pastoral care
- ❖ To protect pupil welfare
- ❖ To assess the quality of our services
- ❖ To comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

- ❖ We need to comply with a legal obligation
- ❖ We need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

- ❖ We have obtained consent to use it in a certain way
- ❖ We need to protect the individual’s vital interests (or someone else’s interests)

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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

The majority of information we collect about pupils is mandatory and collected via the school registration form or secure file transfer from a previous school. There is some information that can be provided voluntarily and whenever we seek to collect information from you or your child, we will make it clear whether providing it is mandatory or optional.

### **Storing pupil data**

We keep personal information about pupils 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. Our Records Management Policy, which is available on the school website, sets out how long we keep information about pupils.

### **Data sharing**

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

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 safeguarding concerns and exclusions.
- ❖ The Department for Education - this is a statutory requirement and data sharing underpins educational attainment policy, monitoring and school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- ❖ Health authorities (including the School Nurse) - to enable them to provide a service to best support pupils' health.
- ❖ Health and social welfare organisations - to meet our legal obligation to share certain information with it, such as safeguarding concerns.
- ❖ Police forces, courts, tribunals - to meet our legal obligation to share certain information with it, such as safeguarding concerns.
- ❖ Schools that the pupils attend after leaving Old Fletton Primary School.

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.

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>.

### **Department of Education & National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. The legislation that allows this can be found under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with certain third parties including: schools and 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. Such organisations must agree to strict terms and conditions about how they will use the data.

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer.

You 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
- ❖ seek redress, either through the ICO, or through the courts
- ❖ the opportunity to withdraw your consent, on such occasions where we are processing your data which you had previously given us consent to use

### **Updates to this Notice**

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2018.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- ❖ Report a concern online at <https://ico.org.uk/concerns/>
- ❖ Call 0303 123 1113
- ❖ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** email: [office@oldfletton.peterborough.sch.uk](mailto:office@oldfletton.peterborough.sch.uk).