

Privacy Notice (How we use pupil and parent information)

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** and **parents**.

We, the College Town Primary School, are the '**data controller**' for the purposes of data protection law.

Our school Data Protection Officer is **Darren Rose of DHR Consultancy**, contact details contained within the 'additional rights of a data subject' section of this notice.

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

- Personal information (such as name, unique pupil number, address, contact details, parent/guardian name 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)
- National Curriculum assessment results
- Special educational needs information
- Exclusions/behavioural information
- Relevant medical information
- Photos for school use e.g pupil records on School Management System; EYFS profiles
- CCTV images

Why we collect and use this information

We use the pupil data:

- to communicate with parents
- 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
- to comply with statutory DFE reporting

If the school intends to process information other than the purpose originally stated at the time of collection, the school will provide you with information on the other purpose and with any other further information required, prior to any processing under the new purpose.

The lawful basis on which we use this information

We only collect and use a parent's or pupils' personal data when the law allows us to applicable to Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data' of the UK GDPR and Schedule 1 Part 1 and Part 2 of the Data Protection Act 2018.

The school relies on the following legal bases for personal information from Article 6:

Legal Obligation

Where the school needs to use your information in order to comply with a common law or statutory obligation. We may also have to disclose information to third parties such as Children's services, the courts, the local authority or the police where legally obliged to do so.

Vital Interests

Where the information is needed to prevent someone from being seriously harmed.

Needed for a Contract

Where the school needs to process personal data so that we can fulfil our contractual obligations to you or you have asked us to do something for you before entering into a contract. E.g we need your name and contact details so that we can contact you in case of sickness or any concern and to update you on your child's progress. We also need your details if you put your child on the nursery waiting list, before and after school clubs run by the school etc.

Consent

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. E.g. The school uses consent for the use of pupil photos that are not required for statutory or teaching and learning purposes such as for use on the school website and in newspapers and other publications.

Please note: If Consent is used by the school as the lawful basis for processing you have the right to withdraw that consent at any time.

The school also complies with Article 9 of the GDPR where it processes special categories of personal information. The special categories of personal information are : personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and information about sex life or orientation.

When we process these special categories of information we rely upon the following legal basis:

Substantial Public Interest

The processing is necessary for the reasons of substantial public interest.

Vital Interests

To protect the vital interests of any person where that person cannot give consent e.g. if they are seriously hurt.

Legal Claims

The processing is necessary for the establishment, exercise or defence of legal claims.

Medical Purposes

This includes medical treatment and the management of healthcare services

The school relies on the following conditions for processing of personal information from Schedule 1 of the Data Protection Act 2018:

- Health or social care purposes under 2(2)(a) *the provision of health care or treatment*
- Public Health purposes under 3(a) *necessary for reasons of public interest in the area of public health.*
- Statutory and government purposes under 6(1) (b) *is necessary for the reasons of substantial public interest.*
- Support for individuals with a particular disability or medical condition under 16(1)(a) *is carried out by a not-for-profit body which provides support to individuals with a particular disability or medical condition.*

- Safeguarding of children and of individuals at risk under 18(1) *protecting an individual from neglect or physical, mental or emotional harm*

Collecting pupil information

Whilst the majority of 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.

Storing pupil data

We hold pupil data on computer systems within our Management Information System (SIMS) and paper copies on file in securely locked cabinets.

We hold your education records securely until you change school. The records are then transferred securely to your new school where they are retained until you reach the age of 25 after which time they are safely destroyed.

All staff handling you or your child's data have been trained on the principles of data protection and secure record handling using resources obtained from sources including the Information Commissioner's Office (ico.org.uk) and the National Cyber Security Centre (ncsc.gov.uk).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse
- third party suppliers e.g ISS catering
- school photographer

In order to manage the administration of school functions as effectively as possible we make use of third party web-based software. The third party software we use is:

- School Comms – Facilitates communications between home and school via email and text. Payment system allows online payment for clubs and trips. Club booking system allows parents to book their child's place online.

- School Comms Cypad/School Meals – used by school and parents for the administration of school meals.
- School Pupil Tracker – Used for tracking and accessing pupil progress
- School Cloud – Parents Evening. Allows parents to book a parent evening slot and facilitates parents evenings via online video.
- Primary Site – Website. Parents can access information on school, letters, class information, policies.
- Educational software

Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, and, in accordance with the Data Protection Act 2018, either fulfil an adequate regulation, have an adequate safeguard or have an exemption for an occasional transfer.

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.

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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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.

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>

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>

Automated decision making

The school does not use any automated decision making which would have a legal or similar significant effect on your or your child.

The right to access personal data held by the school

Under data protection legislation, parents and pupils have the right to request access any information, relating to them, that we hold through a '**subject access request**'.

In most cases your request will be free of charge unless it is a duplication of an already fulfilled request or if the school determines it to be manifestly unfounded or excessive then the school may either reject your request or charge a reasonable fee.

On receiving a request, and on establishing the identity of the requester, the school will fulfil the request within **1 month** of the request, but without undue delay, unless the request is complex or multiple and then the school will fulfil the request within **3 months** but inform you if it is complex within 1 month.

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 is over the age of 12 and has provided consent.

If you make a subject access request, and if we do hold information relating to you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Full details can be viewed in the school Data Protection Policy Appendix Three 'Procedures for responding to subject access requests made under the UK GDPR'

You can make a request in any form but for the best response, please write to:

The head teacher
College Town Primary School
Branksome Hill Road
Sandhurst
Berkshire
GU47 0RH

The additional rights of a data subject

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
- request your personal data be transferred to another controller in an easily readable format
- object to decisions being taken by automated means
- in certain circumstances, request for your personal data to be deleted or destroyed
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you wish to exercise any of your additional rights please contact our school Data Protection Officer: – Darren Rose, either via email: **Darren.rose@dhrconsultancy.co.uk** or via post: **DHR Consultancy, 50b Manchester Road, Huddersfield, HD7 5JA.**

The right to complain

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

Contact Us

If you would like to discuss anything in this privacy notice, please contact the school at the following address:

College Town Primary School
Branksome Hill Road
Sandhurst
Berkshire
GU47 0RH

Or email secretary@collegetownprimary.com
Or call 01276 31933