# Privacy Notice (How we use pupil and parent information)

## 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 support pupil learning
* to monitor and report on pupil progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing
* to comply with statutory DFE reporting

## The lawful basis on which we use this information

We collect data and use pupil information following the Data Protection Act 1998 and under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect on May 25 2018 including Article 6 ‘lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’**.**

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 childs 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

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.

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 unio 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 fro the reasons of substantial public interest.

Vital Interests

To protect the vital interests of any person where that person canot give consent e.g if they are seriously hurt.

Legal Claims

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

Medical Purposes

This includes medical treatment and the management of healthcare services

**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 liocked 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.

## 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 funsctions 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.
* Cypad/ISS School Meals – used by school and parents for the administration of school meals.
* School Pupil Tracker – Used for tracking and accessing pupil progress
* 2SimpleSoftware – Used to record EYFS profiles for acess by school and parents
* Educational software

## 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>

## Requesting access to your personal data

Under data protection legislation, 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 **the Head teacher, College Town Infant and Nursery School.**

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
* claim compensation for damages caused by a breach of the Data Protection regulations

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 can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

# Contact

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

College Town infant and Nursery School

Branksome Hill Road

Sandhurst

Berkshire

GU47 0RH

Or email [secretary@office.colltown-inf.bracknell-forest.sch.uk](mailto:secretary@office.colltown-inf.bracknell-forest.sch.uk)

Or call 01276 31933