

PRIVACY NOTICE

for

THE STICKNEY & NEW LEAKE PRIMARY SCHOOLS FEDERATION

Privacy notice for parents/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/carers**.

We, The Stickney and New Leake Primary Schools Federation, are the 'data controllers' for the purposes of data protection law.

Our data protection officer is Rev. Fran Jeffries.

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

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, unique pupil number, address)
- Characteristics (such as ethnicity, language and free school meals eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment Information (such as key stage 1 and phonics results)
- Special Educational Needs information (including the needs and ranking)
- Behavioural information (such as exclusions and any relevant provision put in place)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school (at Stickney site)

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 pupil information

We use this data to:

- Support pupil teaching and learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- To meet the statutory duties placed upon on for DfE data collections

- Share with the LA in order to arrange funding for the placements of Pupils/children
- Comply with the law regarding data sharing

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

We collect and use pupil information under the lawful bases for processing as set out in Article 6 of the GDPR. At least one of these apply when we process personal data:

- **Consent:** clear consent has been given for us to process personal data for a specific purpose
- **Contract:** the processing is necessary for a contract
- **Legal obligation:** the processing of the personal data is necessary to comply with the law
- **Public task:** We need it to perform an official task in the public interest, and the task or function has clear basis in law
- **Legitimate interests:**

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

- **Vital Interest:** the processing is necessary to protect someone's life (or someone else's)

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 Pupil information

We collect pupil information via registration forms at the start of the school year and via Common Transfer File (CTF) or other secure transfer method from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of information you provide us is mandatory, some of the data requested is on a voluntary basis. In order to comply with the data protection legislation, 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.

If it is mandatory, we will explain the possible consequences of not complying.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Who we share pupil information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- Ofsted

Why we regularly share pupil information

We do not share information about pupils with anyone 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:

- Within the Stickney & New Leake Primary Schools Federation
- The pupil's family and representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for (eg JB Sports, Tapestry, Music teachers, Pupil Tracker, Integris, swimming, CoolMilk)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Department for Education

The Department for Education (Dfe) collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Requesting access to your personal data

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's education record, contact please contact the School Data Protection Officer via the school office.

You also have the right to

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (ie permitting its storage but no further processing)
- To object to direct marketing
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you make a subject access request, and if we do hold information about 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

If you would like to make a request, please 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 it being used to send direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data corrected, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our data protection officer.

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 or directly to the Information Commissioner's Offices at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses you data' section of this notice.

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 and school accountability and intervention (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 by the Department

The law allows the Department to share pupils' personal data 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

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/dfе-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 that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

Contact us

If you would like to discuss anything in this privacy notice, please contact:

- The Executive Headteacher
- Our Data Protection Officer (DPO) is Rev. Fran Jeffries

This notice is based on the [Department for Education’s model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.