



Prior's Mill CE Primary School

Privacy Notice for pupils and their families

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At Prior's Mill CE Primary School we have due regard for our duties under the Equality Act 2010. Through the delivery of this policy we will ensure that we: eliminate discrimination, advance equality of opportunity and foster good relations.

This Privacy Notice for pupils and parents reflects our duties to eliminate discrimination, advance equality of opportunity and foster good relations.

This list is subject to change; please check with the school administrator.

This notice is to help parents understand **how** and **why Prior's Mill** collects your child's personal information and **what we do with that information**. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

The Head Teacher and Mrs Green, governor, act as representatives for the school with regard to its data controller responsibilities. They can be contacted at the school on 01642 650426 and will be pleased to answer any questions you may have.

What is personal information?

Personal Information is information that the school holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like test results, medical details and behaviour records. The school may also record your child's religion or ethnic group. Photographs and video recordings are also personal information.

Who processes your information?

Prior's Mill CE Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases your data will be outsourced to a third party processor; however, this will only be done with your consent unless the law allows the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school uphold are imposed on the processor.

How and why do we collect and use your information?

Prior's Mill CE Primary School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and public interests set out in the GDPR and UK law including those in relation to the following:

- Article 6 and 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We set out examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.

The admission form that you complete gives us personal information about your child. We also receive information from your child, their teachers and other pupils.

Sometimes we receive information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help our school run properly, safely and to let others know what we do here. For example:

- We may need to inform appropriate members of staff if your child is allergic to something or may need extra help with tasks.
- We may need to share information about your child's health and wellbeing with the School Nurse or Counsellor.
- We may need to report some of your child's information to the government. For example, we may need to tell the Local Authority that your child attends our school or let them know if we have any concerns about your child's welfare.
- We may need information about any Court Orders or criminal petitions which relate to your child. This is so we can safeguard your child's welfare and wellbeing and the other pupils at the school.
- Depending on where your child will go when they leave us, we may need to provide their information to other schools. For example, we may share information about your child's results and provide references. We may need to pass on information which they need to look after your child.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at school or there is a burglary.
- Occasionally we may use Consultants, experts and other advisors to assist the school in fulfilling its obligations and to help the school run properly. We might need to share your child's information if this is relevant to their work.

- If your child has misbehaved in a serious way and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover we need.
- We may share your child's academic and (where fair) their behavior records with you or their education guardian so that you can support their schooling.
- We will only share your child's information with other people and organisations when we have good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your child's use of school email, use of the internet and mobile devices e.g. I pads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this, please read our Acceptable Use of the Internet Policy or speak to your child's class teacher.
- We may use photographs or videos of your child for our website and social media sites to show prospective pupils what we do here and to promote the school. We may continue to use these photographs and videos after your child has left the school.
- We publish our exam results, sports fixtures and other news on the website and place articles and photographs in the local news to tell people about what we have been doing.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
 - IT consultants who may access information about your child when checking the security of our IT network and
 - We use third party cloud computing services to store some information rather than the information being stored on hard drives located on the school site.

Who do we share information with?

The school is required to 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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The school is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NDP. The DfE may then share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The school will not share your personal information with any third parties without your consent unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS
- School Sports Partnership and Sports Coaches
- The Children's Hub
- External Consultants
- Pupil Referral Units (where applicable)

The information that we share with these parties may include the following:

- ❖ Attendance information, free school meal information, assessment information, characteristics, relevant medical information

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- 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)
- Relevant medical Information (such as medical plans and information about allergies)
- Information relating to Special Educational Needs
- Behavioural information (such as exclusions)
- Safeguarding information (such as early help assessments)

Our legal grounds for using your information

Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform you whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons the data is being collected and how data will be used.

Legitimate Interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to your child. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the school has an interest in:

- Providing your child with an education
- Safeguarding and promoting your child's welfare and the welfare of other pupils
- Promoting the objectives and interests of the school
- Facilitating the efficient operation of the school
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your child's personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another pupil.

If you object to us using your child's information where we are relying on our legitimate interests as explained above, please speak to the head teacher.

Legal Obligation

Where the school needs your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services, we may also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Public Interest

The school considers that it is acting in the public interest when providing education.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, religious or philosophical beliefs, genetic information, biometric information and health information.

Vital Interests

To protect the vital interests of any person where that person cannot give consent, for example if they are hurt or unconscious.

Legal Claims

The processing is necessary for the establishment, exercise or defense of legal claims. This allows us to share information with our legal advisers and insurers.

Medical Purposes

This includes medical treatment and the management of healthcare services.

Collecting Personal Information

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdrew your consent remains valid. Please speak to the school administrative staff if you would like to withdraw any consent given.

How long is data stored for?

Personal data relating to pupils at Prior's Mill CE Primary School and their families is stored in line with the school's **GDPR Data Protection Policy and retention of records schedule**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected in line with our policies.

What are your rights?

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

You have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that personal data is erased where there is no compelling reason for its continued processing.
- Request that processing of your data is restricted.
- Request that your data is transferred elsewhere (data portability)
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and /or the DfE collect or use your personal data, you can raise a concern with us in the first instance or directly to the Information Commissioners Office (ICO) at <https://ico.org.uk/concerns/>. The ICO can be contacted on 0303 123 1113 Monday – Friday 9.00am – 5.00pm

Where can you find out more information?

If you would like more information and out how we and/or the DfE collect use and store your personal data please contact:

Ms A Green, Data Protection Officer, Prior's Mill CE Primary School



Prior's Mill CE Primary School

Data Collection

Declaration

I, declare that I understand:

- The school has a legal and legitimate interest to collect and process my/my child's personal data in order to meet statutory requirements.
- How my data is used.
- The school may share my/my child's data with the DfE and subsequently the LA.
- The school will not share my/my child's data to any third party without my consent, unless the law allows the school to do so.
- The school will always ask for explicit consent where this is required and I must provide this consent if I agree to the data being processed.
- My/ my child's data is retained in line with the school's GDPR Data Protection Policy and Data Retention Schedule.
- My rights to the processing of my/my child's personal data.
- Where I can find out more information about the processing of my/my child's personal data.

Name: _____

Signature: _____

Date: _____