CHANTRY COMMUNITY PRIMARY SCHOOL

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Headteacher: Mrs Rebecca Reed BA (Hons) Ed.

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# Privacy Notice

# (How we use pupil information)

Chantry Community Primary School processes personal information about its pupils and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous school.

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

- 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)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Historic information (e.g. images of major events) for the school archive.
- Images and video (such as CCTV or photographs)

## Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to keep children safe (food allergies, or emergency contact details)
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure children have appropriate access to healthcare
- to meet the statutory duties placed upon us
- to contribute to the school archive

## The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the school is required to identify a valid lawful basis for each processing activity involving personal data. We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We have to collect and process personal data to enable us to comply with a legal obligation
- We need it because we are acting in the public interest or exercising our official authority

We may also process pupils' personal data in situations where:

- We have obtained consent from you to use it in a certain way
- We have a genuine and legitimate reason and we are not harming any of your rights and interests
- It is necessary to protect vital interests

As a school, we also collect and use special category data, both to provide education and comply with our legal obligations. We have therefore identified additional lauful bases from Article 9 of the GDPR. Most commonly, we process special category where:

- We have gained explicit consent for the processing
- Proceccing is necessary for reasons of substantial public interest
- We are required to for reasons of "public health", for example during a pandemic

Please see the school's Special Category Data policy for more information about how we process this type of data. This policy can be found on our website here: https://chantry.eschools.co.uk/web/data_protection/424970

## How we collect pupil information

We collect pupil information via pupil admission forms or via Common Transfer File (CTF) from a previous school and yearly data collection form checks.

We may also collect data from you via Free School Meal application forms, signing in/out log, trip and club permission slips, medicine consent forms, withdrawal from learning forms, individual risk assessments.

Data is essential for the schools' operational use. 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

Information is stored in a variety of ways including paper and electronic file for the retention periods as per the School Retention Schedule. Data is stored securely and only assessed by authorised individuals. Data will be securely destroyed at the end of the relevant retention period.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us

- our local authority
- the Department for Education (DfE)
- NHS & the School Nursing Team
- Traded services purchased through the LA (e.g. Legal, Human Resources, Information Governance support)
- Learning platforms or software providers used by school to support education provision.

## Why we regularly share pupil information

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

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.

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. The LA may share liited information with the NHS to provide appropriate health care services.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How government uses your data' section.

## 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 Mrs Kate Jenner, School Business Manager, Chantry Community Primary School. 01424 211696 or office@chantry.e-sussex.sch.uk

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- ask for access to information about you that we hold
- request we restrict the processing of your personal data (i.e permitting its storage but no further processing).
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not be subject to decisions based purely on automated processing where it produces legal or similarly significant effect on you.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts.

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/

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Kate Jenner, School Business Manager, Chantry Community Primary School. 01424 211696 or office@chantry.e-sussex.sch.uk

### Data Protection Officer

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

## 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.

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.

#### Sharing by the Department

The law allows the Department to share information about our pupils 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

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. Whilst numbers fluctuate

slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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/dfe-external-data-shares

### 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

### Last updated

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 on 3rd September 2020.