

SUNNYHILL PRIMARY SCHOOL AND CHILDREN'S CENTRE

Privacy Notice for parents/carers

Why do we collect and use pupil information

This privacy notice explains how we collect, store and use personal information about pupils in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of Children Act 1989.

Sunnyhill Primary School and Children's Centre is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Craig Stilwell from Judicium Consulting Limited, who oversees and monitors the school's data protection procedures and ensures the school is compliant with the General Data Protection Regulations.

Categories of pupil information that we collect, process, hold and share include:

- Personal information such as name, unique pupil number, address, date of birth, gender, identification documents and contact details including emergency contact information;
- Characteristics such as ethnicity, language, nationality, country of birth, or free school meal eligibility;
- Attendance information, e.g. sessions attended, number of absences and absence reasons;
- National curriculum assessment results;
- Special Education Needs information;
- Safeguarding information (CP);
- Relevant medical record;
- Behaviour information including exclusions;
- Performance and assessment information;
- Photographs and images of pupils engaging in school activities;
- CCTV images captured by the school's CCTV system;

We collect and use pupils' personal data for the following reasons:

- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Monitor and report on pupil progress and educational needs;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- Provide education services and extra-curricular activities to pupils;
- Assessing performance and to set targets for schools;
- Comply with the law regarding data sharing;
- Managing internal policy and procedure;
- Informing decisions such as the funding of schools;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Manage Nursery admission waiting list and allocate Nursery places;
- Confirm the identity of prospective pupils and their parents;
- Giving and receiving information and references about past, current and prospective pupils;
- Security purposes (CCTV)

- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;

Collecting this 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 your consent is required.

It is important that the personal information we hold about you is accurate and up-to-date. Please keep us informed if your personal information changes.

Storing pupil information

The school keeps information about pupils on computer systems and also sometimes on paper.

Except as required by law, the school only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Who do we share pupil information with

We routinely share pupil information with:

- the Department for Education (DfE);
- our Local Authority (Lambeth Council) and their commissioned providers of local authority services;
- the NHS (school nurse);
- Welfare services (Social Workers or Education Welfare Officers);
- Ofsted;
- law enforcement officials such as police, HMRC;
- professional advisors, lawyers and consultants;
- support service providers – Speech and Language Therapist, Educational Psychologist, Occupational Therapist;
- other schools that pupils have attended or will attend;
- pupil's family and representatives.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the European Economic Area. If we do, you can expect a similar degree of protection in respect of your personal information.

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.

To find out more about the data collection requirements placed on us by the DfE (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 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>.

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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to personal information that the school holds about them.

To make a request for your personal information, or be given access to your child's educational record, contact the Head Teacher in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

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 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.

You also have the right to:

- object to your personal data being processed 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;
- have inaccurate personal data rectified, or erased where there is no persuasive reason for its continued processing;
- claim compensation for damages caused by a breach of the Data Protection regulations.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has the right to receive it.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Any use of your child's information before you withdraw your consent remains valid.

Contact:

If you would like to get a copy of the information about you that Lambeth Council shares with the DfE or post-16 providers or how they use your information, please contact:

Information Governance
Lambeth Council
PO Box 734
Winchester
SO23 5DG

Email: infogov@lambeth.gov.uk

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

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns/>

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.