

Park End Primary School - Privacy notice for pupils and their families

As a school Park End needs to collect, store and use data about you, your family and your child. This allows us to operate fully as a school. We use this information to safeguard and educate your child and to ensure school improvement. We collect and hold information relating to our pupils and also may receive information from their previous settings and local authority or Department of Education (DfE). Sometimes data may be outsourced to a third party but only with your consent unless the law requires otherwise. The same standards of protection are required for the third party to adhere to.

The headteacher is the Data Protection Officer for Park End. Her role is to monitor and oversee the protection procedures and ensure they are in line with the GDPR. The DPO can be contacted in school on 01642 314309 or contact@parkendprimary.co.uk

Privacy notice – how the school uses pupil information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Financial Details** – for the use of paying for trips and visits for example Parent pay

This list is not exhaustive

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

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

- The UK General Data Protection Regulation (UK GDPR) Article 6 where we collect data using one of the 6 categories- consent, contract, legal obligation, vital interests, public task, legitimate interests.

At least one of these will apply when we process personal data:

- a) Consent: clear consent has been given to process personal data for a specific purpose.
- b) Contract: the processing is necessary for a contract we have with the individual, or because they have asked you to take specific steps before entering into a contract.
- c) Legal obligation: the processing is necessary for us to comply with the law.
- d) Vital interests: the processing is necessary to protect someone's life.
- e) Public task: the processing is necessary for us to perform a task in the public interest or for your official functions and the task or function has a clear basis in law.
- Where we are processing special category data, we will ensure that a condition for processing from the GDPR is used and these can be found in our data protection policy.
- Article 9 where the data processed is 'special category' data.

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In some specific circumstances direct consent will be required for systems or processes which enhance the organisation offer such as-

- Media publicity (photographs / videos etc.)
- Test processing (reviews of marking, access to scripts, results publicity).
- Access to digital platforms (via acceptable use policies).

We also use the following legislation to collect Data:

- Data Protection Act 2018 (DPA)
- School Standards and Framework Act 1998
- Freedom of Information Act 2000

- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2018)
- Protection of Freedoms Act 2012

How do we collect your information?

We collect your personal information via the following methods:

We collect pupil information via registration and medical forms sent out at the start of each year or from a secure file transfer from a previous school. These are updated throughout the year at parent's evenings, SEND meetings and child protection plans or health care plans and when new information is shared.

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's retention policy, which can be viewed on request from the school or by sending an email to

For more information about how we keep your information safe, please see the school's **Data and Cyber-security Breach Prevention and Management Plan**, which can be viewed upon request from the school or by sending an email to contact@parkendprimary.co.uk

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- Digital technology and IT platform providers
- Management information system hosts and hosted data analysis for internal use.
- Financial Systems
- Sporting Organisations
- NHS
- Website/Twitter

- Send organisations
- Referral organisations
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Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.

- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our 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 and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the Data Protection Officer DPO on 01642 314309 or via email – **contact@parkendprimary.co.uk**

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO on 01642 314309 or via email – contact@parkendprimary.co.uk

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on September 2024

How can you find out more information?

If you would like to discuss anything in this privacy notice, please email – contact@parkendprimary.co.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download a copy of the school's Data Protection Policy from the website. www.parkendprimary.co.uk

Declaration

I, **name of pupil or parent**, declare that I understand:

- The categories of my personal information **name of school** collects and uses.
- **Name of school** has a lawful basis for collecting and using my personal information.
- **Name of school** may share my information with the DfE, LA and other stated organisations.
- **Name of school** does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with **name of school's Records Management Policy**.
- My rights to the processing of my personal information.

Name:

Signature:

Date:

For school use only

Date privacy notice last updated:
