



## Stoke by Nayland C of E Primary School

### Privacy Notice for Parents / Carers

#### Use of your child's personal data

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**.

We, Stoke by Nayland C of E Primary School, collect and process personal data relating to our pupils in order to successfully carry out our functions. The school is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

The St Edmundsbury and Ipswich Diocesan Multi Academy Trust is the 'data controller' for the purposes of data protection law. The Data Protection Officer for the MAT schools is Sian Durrant (see 'Contact us' below).

#### The personal information (data) we hold

Personal information that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information, such as name, address, contact details, contact preferences, date of birth, unique pupil number
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, nationality, country of birth, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information, such as sessions attended, number of absences and reasons for absence
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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 this information**

We use this information to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Safeguard and promote the welfare of pupils
- Assess the quality of our services
- Comply with the law regarding data sharing
- Fulfil our contractual and other legal obligations
- Provide additional activities for pupils, for example, activity clubs and educational visits
- Protect and promote our interests and objectives, including fundraising

## **Our legal basis for using this information**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

## **Collecting pupil 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 you have a choice in this.

We may acquire Personal Data in a number of ways including, without limitation, the following:

- parents of pupils / carers may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website;
- we may acquire Personal Data from other parents / carers, or from people outside of the community who know parents or from the pupils themselves; and
- we may acquire Personal Data from third parties such as schools and nurseries, public authorities, and public sources.

## **Storing pupil data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations and school policy. Our Record Retention Policy sets out how long we keep information about pupils, this follows the guidance in the Information and Records Management Society's toolkit for schools.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Suffolk County Council, such as admissions data
- St Edmundsbury and Ipswich Diocesan Multi Academy Trust
- the Department for Education (DfE)

## 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.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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>.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The pupil's family and representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations

## 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>.

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>

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

## Parents' and pupils' rights regarding 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, known as a '**subject access request**'. Please contact the Headteacher to request a SAR form.

Parents / carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

You also have the right to:

- object to the processing of personal data 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 (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information**

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

Headteacher: Mrs. Jane Le Grice. Tel: 01206 262418. Email: [ad.stokebynayland.p@talk21.com](mailto:ad.stokebynayland.p@talk21.com)

Data Protection Officer: Sian Durrant. Tel: 01473 260741. Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)