



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, School Street, Stoke by Nayland, CO6 4QY, 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 Sarah Ingram (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:

- Name, address, contact details, contact preferences, date of birth, unique pupil number, identification documents
- 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
- Administer admissions waiting lists
- Carry out research
- 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 only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupil's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use the pupil's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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, 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. 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. A copy of the Record Retention schedule is available upon request to the school office.

Who we share pupil information with

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

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

- Suffolk County Council – for example admissions data, or to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- St Edmundsbury and Ipswich Diocesan Multi Academy Trust
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Other educational establishments in the case of a pupil transferring schools

National Pupil Database

We are required to provide information about our pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD) which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

<https://find-npd-data.education.gov.uk/>

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

Transferring data internationally

There may be occasions where pupil data is transferred outside of the U.K. Where this is necessary, this will be done in accordance with data protection law, ensuring adequate safeguards are in place.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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.

Educational record - You have a right to request your child's Educational record. As an academy we would provide the most recent annual report.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send 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 corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the headteacher in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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

Headteacher: Kelly McGrath

Tel: 01206 262418 **email:** admin@sbn.suffolk.sch.uk

Data Protection Officer: Sarah Ingram

Tel: 0300 123 1420 **email:** data.protection@schoolschoice.org