

Manor Junior School

Privacy Notice – Pupils and Parents

You have a legal right to be informed about how our school uses any personal information we hold about you. To comply with this, we provide a “privacy notice” to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Manor Junior School, are the “data controller” for the purposes of data protection law.

Our Data Protection officer is Mrs La-Garde.

The personal data we hold

We hold some personal information about your child to make sure we can help them to learn and look after them in school.

For the same reasons, we get information about your child from other places too – like other schools, the local council and the Government.

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

- Personal information (such as name, unique pupil number, address, parental contact information and emergency contact details)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons), behaviour information and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and exclusion/behavioural information

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress and performance
- to provide appropriate pastoral care
- to provide identification of pupils
- to assess the quality of our services and how well our school is doing
- to aid statistical forecasting and planning
- to comply with the law regarding data sharing
- to keep in contact with the parents of children in our care

Our legal basis for using this data

We will only use your information when the law allows us to. Most often, we will use your information where: -

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you child with an education)

Sometimes, we may also use your personal information where,

- You, as a parent, have given us permission to use it in a certain way

- We need to protect your child's interest (or someone else's interest)

Where we have got permission to use the data provided, as a parent you can withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010 and the lawful basis for collecting and using pupil information for general purposes which must include a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR from 25th May 2018.

Collecting personal information

While in most cases, you as parents, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

Storing personal data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. We keep our records at school in line with the HCC Record Retention Schedule, which sets out how long we must keep information about pupils.

A copy of this is available to view at the school office.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- external professional agencies such as: medical professionals, Children's Services, educational professionals for example Speech Therapists, Educational Psychologists, Behaviour Support Team etc.

Why we share pupil information

We do not share personal information 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 our local authority (LA) and the Department for Education (DfE) under section 3 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>.

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>

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

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 La-Garde who is the schools Data

Protection Officer via the School Office.

You also have the right, subject to some limitations to:

- object to 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

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

- Mrs La-Garde (Data Protection Officer) via the School Office on 01252 544072.