



# **Pyrford Church of England Primary School**

## **Pupils and Parents Privacy Notice**

Pyrford Church of England Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect 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 the Children Act 1989.

### **Who collects this information**

Pyrford Church of England Primary School is a data controller. This means that we are responsible for deciding how we hold and use personal information about pupils.

### **The categories of pupil information that we collect, process, hold and share**

We may collect, store and use the following categories of personal information:

- personal information (such as name, unique pupil number, date of birth, gender and contact information)
- emergency contact and family information such as names, relationship, phone numbers and email addresses)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- relevant child protection and safeguarding information
- special educational needs information
- relevant medical information
- images of children engaging in school activities
- attendance (such as sessions attended, number of absences, reasons for absence)
- performance and assessment information
- behavioural information (including exclusions)

### **Collecting this information**

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

### **How we use this personal information**

We hold pupil data and use it to:

- confirm the identity of prospective pupils and their parents
- provide education, services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- inform decisions such as the funding of schools
- assess performance and to set targets for schools
- safeguard pupils' welfare and provide appropriate pastoral care
- support teaching and learning
- keep children safe (food allergies, or emergency contact details)
- give and receive information about past, current and prospective pupils
- manage internal policy and procedure
- enable pupils to take part in assessments and to record pupil achievements
- to carry out statistical analysis
- legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- enable relevant authorities to monitor the schools' performance and to intervene or assist with incidents as appropriate
- make use of photographic images of children in school publications, on the school website and on social media channels;



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- to provide support to pupils after they leave the school

### The lawful basis on which we use this information

We will only use your information when the law allows us to. Most commonly we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose.
- Contract: the processing is necessary for a contract with the individual.
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task of function has a clear basis in law.
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We need all the categories of information in the earlier list to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent where there is required or permitted by law.

### Sharing data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so. We have pupil information with

- our Department for Education (DfE) – on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Ofsted
- other schools that pupils have attended / will attend
- NHS
- Welfare services (such as social services)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- professional advisors such as lawyers and consultants
- support services (including insurance)
- the Local Authority.

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 EU with third parties who share a similar degree of protection in respect of your personal information.

### Why we share this information

We do not share information about our pupils with anyone without consent unless the law allows us to. For example, we share students' data with the DfE on statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### Storing pupil data

The school keep information about pupils on computer systems and sometimes on paper. Except as required by law, the school retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy. If you require further information about our retention periods, please see our Records Management Policy.



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### **Security**

We have put in place measures to protect the security of your information (ie against it being accidentally lost, used or accessed in an unauthorised way).

### **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/dfе-external-data-shares>

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 education record, please contact the School Business Manager in writing. You also have the right 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.



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If you want to exercise any of the above rights, please contact the School Business Manager 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 (or to exercise any of your rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything in this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the School Business Manager in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the DPO on the details below:-

Name: Colin Howard  
Address: Satswana Ltd, Tulip Trees, Church Road, St Johns, Woking, Surrey, GU21 7QN  
Email: colin.howard@satswana.com

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/>