

Fens Primary School
Pupils and Parents Privacy Notice



Fens Primary School

Updated – September 2022

Review Date September 2023

Introduction

This privacy notice has been written to inform parents and pupils of Fens Primary School about what we do with your personal information. This notice may be subject to change.

Who are we?

Fens Primary School is a 'data controller' as defined by article 4 (7) of GDPR. This means that we determine the purposes for which, and the way, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Scott Thornhill from ADNS Group to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. ADNS Groups details are:

Schools Data Protection Officer

Scott Thornhill (ADNS Group)

5 Eggleston Court,

Riverside Park, Middlesbrough TS2 1RU

compliance@adnsgroup.com

03003033793



What information do we collect?

The categories of information that we collect, hold and share include the following.

- Personal information of pupils and their family members e.g. name, pupil number, DOB and address.
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including.

- Relevant medical information – please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of

photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency arise.

- Special educational needs and disabilities information
- Race, ethnicity, and religion.
- The school may also have information relating to you or your child's sexual orientation and /or sexual activity. This is not routine and only likely to be collected if there is a safeguarding risk.

Why do we collect your personal data

We use the information we collect:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with article 6 and article 9 of GDPR

Our legal basis for processing your personal data, in line with article 6(1) (c)s includes (but not necessary limited to):

- Education Act 1944, 1996, 2002
- Education and adoption Act 2016
- Education (information about individual pupils) (England) regulations 2013
- Education (pupil information) (England) regulations 2005.
- Education and skills act 2008
- Children act 1989, 2004
- Children and families act 2014
- Equality act 2010
- Education (special educational needs) regulations 2001

We also process information in accordance with article 6(e) and article 9(2) (g) as part of the official authority vested in us as data controller and for reasons of substantial public interest. This is in pursuance with schedule 1 part 2 and section (6) (2) (b) of the Data protection act 2018. Such processing which is not mandatory but is in our pupils, interests include:

- School trips
- Extracurricular activities
- Before and after school clubs

Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information, we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DFE)
- Local Education Authority (Hartlepool Borough Council)
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- Our Local Education Authority (Hartlepool Borough Council) and any third parties they may work with (when appropriate)
- the Department for Education (DfE)
- National Health Service bodies
- Schools that the pupils attend after leaving
- Secondary schools for Year 6 transition:

At the point of transition to secondary school we are legally required transfer information as described in The Education (Pupil Information) (England) Regulations 2005. This includes information relating to:

- Pupil Identifiers such as name, date of birth, gender
- Basic Details including characteristics such as language, disabilities, ethnicity, medical flags
- Free School Meal Eligibility including dates of entitlement
- Looked After Child flag
- Service Child flag including any concerns
- Special Educational Needs such as the type of provision your child receives and the needs your child has
- Address Details including phone and email addresses
- Contact Details including address, phone numbers and email addresses
- Assessments including a history of assessments from early years onwards
- School History including schools attended, dates attended and why your child left the previous schools

In addition, in order to further support transition information, the following areas will be shared if held:

- Learning style
- Social & emotional development and behaviour
- Punctuality
- Early Help/Social Care involvement
- Child and family Circumstances
- Home to School Partnership arrangements
- Friendship groups.

For more information on information sharing with the DfE (including the national pupil database and census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

we will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services be informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

How long do we keep your personal data?

Fens Primary School will keep your data in line with our information policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which are not required by law to retain will only be kept for as long as necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation.
- To request access to your personal data that we hold and be provided with a copy of it.
- To request that your personal data is amended if inaccurate or incomplete.
- To request that your personal data is erased where there is no compelling reason for its continued processing.
- To request that the processing of your personal data is restricted.
- To object to your personal data being processed.

If you have any concerns about the way, we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the pupil if it receives a request to exercise a data protection right from a parent.

If we cannot resolve your concerns, you may also complain to the information commissioner's office (the data protection regulator) about the way in which the school has handled your personal data. You can do so by contacting.

First Contact Team
Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

casework@ico.org.uk // 0303 123 1113