

Privacy Notice for Parents or Carers

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Related Documents:	Data Protection Policy https://www.gov.uk/education/data-collection-and-censuses-for-schools ; Information and Records Management Society's toolkit for schools;
References:	https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information https://ico.org.uk/concerns/ https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Revision History

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1	May '18	Trust version created	CJH
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PRIVACY NOTICE FOR PARENTS / CARERS

Under data protection law, individuals have the 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' to those individuals.

The following privacy notice explains how we collect, store and use personal data about **children**.

The personal data we hold:

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

- Personal Information (such as name, unique pupil number and address);
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs;
- The contact details of parents / carers (e.g. home phone, work phone, mobile);
- Results of internal assessments and externally set tests;
- Pupil and curricular records;
- Exclusion information;
- Details of any medical conditions, including physical and mental health;
- Attendance information;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Photographs;
- CCTV images captured in school.

We may also hold data about children that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this data:

We use this data to:

- Support children's learning;
- Monitor and report on children's progress;
- Provide appropriate pastoral care;
- Protect children's welfare;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with the law regarding data sharing.

Our legal basis for using this data:

We only collect and use children's 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 children'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 children'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 children's personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information:

While the majority of information we collect about children 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.

For Children in Need (CIN) and Children Looked After (SSDA903):

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Storing Children's 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. Please refer to the [Information and Records Management Society's toolkit for schools](#) which sets out how long we keep information about children.

Data sharing:

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education;
- The child'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;
- Police forces, courts, tribunals.

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

We share children's 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 children 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>.

For more information about services for young people, please visit our local authority website.

National Pupil Database:

The NPD is owned and managed by the Department for Education and contains information about children 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 children 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 children 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 children's 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 children 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 the school Office (see 'CONTACT' section at the end of this document).

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.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 the Trust's Data Protection Officer Sarah Crawford, via:

E-mail: dpo@swanlandeducationtrust.co.uk

Telephone: 01482 231800