

Clarendon Primary School and Nursery

Privacy Notice

How we use student and parent information

Under General Data Protection Regulations, (GDPR) we are obliged to inform you of the information we hold on your child/ren, what we use it for, who we share it with and for how long we keep it. This privacy notice aims to provide you with this information. If it, or any information linked to it is unclear, please contact the School Office or the School's Data Protection Officer. Contact details for both are available in Section 11 at the end of this privacy notice.

We, Clarendon Primary School and Nursery, Knapp Road, Ashford, Middlesex, TW15 2HZ are the Data Controller for the purposes of data protection law. We are registered with the Information Commissioner's Office and our registration number is Z8998857.

As a public body we have appointed a Data Protection Officer (DPO) Mrs Anna-Marie O'Connor. Our DPO can be contacted at the School address or by email dataprotection@clarendon.surrey.sch.uk.

The categories of pupil and parent information that we collect, hold and share include but are not limited to:

- Personal information, (such as name, unique pupil number, parents' national insurance number)
- Contact details and contact preference order, (contact telephone numbers, email addresses, home addresses)
- Characteristics, (such as ethnicity, religion, language, country of birth and free school meal eligibility)
- Safeguarding information, (such as court orders and professional involvement)
- Special educational needs information, (including information relating to the specific needs of a child and any EHCP or EHA requests/documentation)
- Information relating to Looked After and previously Looked After Children.
- Relevant medical information and administration, (such as doctors' information, child health, dental health, allergies, medication, medical conditions, any disabilities, dietary requirements and information relating to lunch time arrangements)
- Attendance information, (such as sessions attended, number of absences, reasons for absence and any previous schools attended)
- Assessment and attainment information, (such as Early Years Foundation Stage Profile information, Key Stage 1, Key Stage 2 and phonics results, internal assessment data for all year groups as well as any other relevant assessment results)
- Behavioural information, (such as exclusions and any relevant alternative provision put in place)
- Personal information required for the appropriate delivery of offsite trips; these include residential visits.
- Photographs for internal safeguarding and security purposes, school newsletters, school data system, media and promotional purposes. (NB. separate consent is also obtained where required)
- Payment details, (collected and processed by WisePay on behalf of the school)
- Information relating to meetings with parents, (such as parents' evenings and other relevant meetings undertaken with staff at the school or other professionals working on behalf of the school)
- Information relating to meetings with children, (such as concerns raised regarding events in school or incidents with other children)

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 pupil and parent information

We collect and use pupil information, for the following purposes:

- To support pupil learning.
- To monitor and report on pupil attainment progress.
- To provide appropriate pastoral and medical care.
- For safeguarding and pupil welfare purposes.
- For research purposes.
- To inform you about events and other things happening in school.
- To assess the quality of our services.
- To keep children safe, (such as details of any food allergies as well as emergency contact details)
- For the purposes of child protection.

- Where applicable, to ensure the safe and effective delivery of sessions provided by either the school's nursery or after school club.
- To meet the statutory duties placed upon us for DfE data collections.
- To ensure any activities occurring offsite are delivered in a safe and efficient manner.
- To comply with the law regarding data sharing.

The lawful basis on which we use this information

Our lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- Data subject gives consent for one or more specific purposes.
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller, (the provision of education).

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be classified as sensitive or special information and the following sub-paragraphs in the GDPR apply:

- The data subject has given explicit consent.
- It is necessary to fulfil the obligations of the data controller or of the data subject.
- It is necessary to protect the vital interests of the data subject.
- Processing is carried out in the course of our legitimate activities.
- Reasons of public interest in the area of public health.
- It is in the public interest.

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

An example of how we use the information you provide is for the submission of the school census returns, including a set of named pupil records, which is a statutory requirement on schools under Section 537A of the Education Act 1996.

The provision of statutory information for e.g. school census and data returns:

- Means that schools do not need to obtain parental or pupil consent to the provision of information.
- Ensures schools are protected from any legal challenge that they are breaching a duty of confidence to students.
- Helps to ensure that returns are completed by schools.

Collecting pupil information

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect pupil information via:

- Information provided by parents, e.g. when completing registration forms at your child's point of entry to the school or when your child takes part in a specific activity, (this information is updated annually to ensure it remains accurate).
- Information provided by parents when requesting a place in either the school's nursery, breakfast or after school clubs.
- Information received via a CTF, (Common Transfer File) provided by your child's previous school.
- Other information provided by your child's previous school.
- Information provided by other external agencies, (these include, but are not limited to, health, children's services, speech and language, occupational therapy, educational psychology and CAMHS).

How we store pupil data

We hold pupil data securely for a set amount of time whilst the child remains at Clarendon Primary School & Nursery and in some instances for a set period of time after leaving, for example when a pupil does not transfer immediately to another school. Clarendon Primary School & Nursery retains information in accordance with the Information Records Management Society guidance on data retention schedules. (Further information can be found in the 'Information Management Toolkit for Schools' at www.irms.org.uk)

We have data protection policies and procedures in place which are regularly reviewed.

Who we share pupil information with

We routinely share pupil information with appropriate third parties. These include:

- The local authority in order to meet legal obligations with regards to sharing certain information, such as safeguarding concerns and exclusions.
- Department for Education.
- The pupil's family and representatives.
- Educators and the STA (Standards Testing Agency)
- Ofsted.
- Suppliers and service providers to enable them to provide the service we have contracted them for, e.g. Target Tracker, SIMS, WisePay, Teachers2Parents and carefully selected providers who offer a range of supporting educational software used by the school to support each child's education.
- Financial organisations.
- Central and local government.
- Auditors.
- Survey and research organisations.
- Health authorities.
- Health and social welfare organisations.
- School nursing team.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Professional bodies.
- Schools that the pupils attend after leaving us.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Why we regularly share pupil information

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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via the local authority:

- We are required to share information about pupils with the local authority (LA) and the Department for Education under section 3 of The Education (Information about Individual Students) (England) Regulations 2013.
- We are also required to share information about pupils with the Department for Education under regulation 5 of The Education (Information about Individual Students) (England) Regulations 2013.

This data sharing underpins a range of functions which include school funding and educational attainment policy and monitoring.

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> or see Appendix 2a 'How Government uses your Data'.

National Pupil Database

As identified above, we are required by law to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database, (NPD) which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013. 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.

Decisions on whether the 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.
- 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-howwe-collect-and-share-research-data>.

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 through a Subject Access Request. To make a request for your personal information or to be given access to your child's educational record, contact the Data Protection Officer whose details can be found in Section 11.

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 or will be shared with.
- Give you a copy of the information in an intelligible form.

In certain circumstances, individuals also have the right for their personal information to be transmitted electronically to another organisation.

If you would like to make a request please contact our Data Protection Officer using the contact details provided in Section 11.

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.
- A right to seek redress, either through the ICO, or through the courts.

Making a complaint

If you have a concern or wish to make a complaint 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 the DPO:

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