Talavera Infant School Privacy Notice: Pupils and Parents

Why do we collect and use personal information?
The General Data Protection Regulation allows us to collect and use the personal data of pupils and parents on the following basis:

- where we are complying with a legal requirement
- where processing is necessary to protect the vital interests of a data subject or another person
- where processing is necessary for the performance of a task carried out in the public interest
- in the exercise of official authority vested in the controller
- with the consent of the data subject.

When the personal information is Special Category Information (such as ethnicity) 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,
- The Education and Skills Act 2008,
- Schools Standards and Framework Act 1998
- The Equalities Act 2010

The collection and use of the personal data of pupils and parents is conducted to allow the school to perform its official functions, public interest tasks and other legal obligations. The school also takes part in official data collection activities, such as school censuses, phonics screening checks, EYFS and key stage 1 assessment data amongst others.

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- for statistical forecasting and planning
- to comply with the law regarding data sharing
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attendance)
- Assessment information
- Modes of travel
- Relevant medical information (such as asthma and allergies)
- Special needs or disability information and reports
- Behavioural information, (such as exclusions)
- Safeguarding information (such as court orders and professional involvement)

Collecting personal information
Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data
We hold pupil data in accordance with the Hampshire County Council School Records Retention Schedule:

- Admission forms: Date of admission +1 year
- Admission and Attendance registers: Last entry/Date of register +3 years
- Absence letters/leave forms/correspondence: Date of absence +2 years

- Absence books: Current Year +6 years
- Child Protection Files: Duration of attendance
- Pupil educational record [inc SEN]: Duration of attendance or until pupil is 22 years old if transferring out of Hampshire Local Authority.
- Photo consent forms: Date of signing +5 years, at end of project or when pupil leaves.
- Activity/trip consent forms: Date of event +1 year or 22 years if there was a major incident
- SATS papers: Current year + 1 year
- Pupil records not part of the educational record: Current year +3 years
- Pupil accident reporting: Until pupil has reached age 22

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)
- NHS/School Nurse
- Third party educational providers to allow individual logins or recording, such as Tapestry (we only share basic details, such as names)
- Other agencies, such as the Police or Social Services, where there are compelling legal or welfare concerns.

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 pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

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 our headteacher or Data Protection Officer using the details given below.

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

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:

Headteacher or Data Protection Officer
Talavera Infant School
Gun Hill
Aldershot
GU11 1RG

01252 323137

Email: adminoffice@talavera-inf.hants.sch.uk