

Talavera Infant School Privacy Notice: Pupils and Parents

Privacy Notice (How we use personal information)

Talavera Infant School is the Data Controller for the use of personal data in this privacy notice

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education (DfE) data collections

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

- Personal identifiers and contact details (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 attend)
- Modes of travel
- Assessment and attainment (such as phonics results)
- Special educational needs (including the needs and assessments)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Dietary allergy information (specifically for the safe provision of special/medical diets)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- with consent of the data subject,
- where we are complying with a legal requirement,
- where processing is necessary to protect the vital interests of a data subject or another person and

- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When the personal data consists of special category data 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.

When we process personal information for the purposes of complying with a legal requirement the relevant legislation includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We also share pupils' data with the Department for Education (DfE) on a statutory basis either directly or via our local authority. 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) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting personal information

We collect pupil information via forms completed by parents or pupils, Common Transfer File (CTF), or secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. 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 data protection legislation, we will inform you at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this.

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 pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS/School Nurse service
- Third party educational providers to allow individual logins or recording, such as Tapestry, Appliaa and Arbor
- External catering provider (Chartwells) for medical diets.
- 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.

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 the General Data Protection Regulation, 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 the Headteacher or Data Protection Officer.

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

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>; or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>