



"A Local School with a Global Perspective"

Shaftesbury Park Primary School

Privacy Notice for Pupils and Parents/Carers

This notice is to help parents / carers understand how and why Shaftesbury Park Primary School collects the personal information of both pupils and parents/carers and what we do with that information. It also explains the decisions that parents / carers can make about their children's information.

We are issuing this notice as parents / carers are able to exercise their children's data protection rights on their behalf. When children are older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice please talk to the Headteacher, Mrs Richards.

What is "personal information"?

Personal information is any information that Shaftesbury Park holds that can be used to identify a living person.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

Additionally, CCTV, photos and video recordings are also classed as personal information.

Why do we collect and use pupil information?

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, the Children Act 2004, the Education and Inspectors Act 2006, Education Act 2011 and the Family and Children's Act 2014.

This information is used:

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

- to comply with the law regarding data sharing

Why do we collect and use information about parents/carers?

We collect the personal data of parents / carers in order to be able to contact them in the event of their child being unwell or injured, to remind and update them of events and to allow their child to access certain interventions.

Permission for collecting personal information

Under the UK General Data Protection Regulation 2018, we collect information on the following legal bases:

Public interest

This means that the processing of child's data is necessary for public interests. The School relies on public interests for most of the ways in which it uses children's information.

Specifically, the School has a public interest in:

- Providing children with an education.
- Safeguarding and promoting children's welfare.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

Legal obligation

Where the School needs to use children's information in order to comply with a legal obligation, for example to report a concern about a child's wellbeing to Children's Services, we may also have to disclose a child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by the rights or freedoms of the child.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Whilst the majority of pupil information provided to us by parents / carers is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please speak to our Data Protection Lead and Headteacher, Mrs Richards, if you would like to withdraw any consent given.

How do we look after and keep safe the personal data of pupils and parents / carers?

Access to personal data is limited to school staff who need to know.

Information held on paper files is securely stored at the school and information stored on computer is held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloud-based' servers providing that we are satisfied that our personal data will be held securely and protected from any unauthorised access.

For how long is personal data stored?

We hold data for the periods of time specified in the IRMS Records Management Schools' Toolkit which can be seen at:

<https://irms.org.uk/page/SchoolsToolkit>

In exceptional circumstances, information may be kept for a longer time than usual, but only with good reason and only if we are allowed to do so under data protection law.

Who 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)
- Target Tracker, Tapestry and Provision Map, which we use to track pupils' progress
- CPOMS, which we use for monitoring safeguarding
- Medical Tracker, which we use to record first-aid incidents and manage medical conditions

- Team EWS, who provide our Education Welfare Service
- Unlocking Potential
- the School Nursing Service
- Tucasi and SchoolPost, the companies who provide our email services and process online payments
- London Grid For Learning, who provide and administer our ICT network
- our school food providers, Edwards and Ward and Magic Breakfast, as well as Wonde, the platform used to administer and distribute Free School Meals vouchers
- our school milk provider, Cool Milk
- Companies which provide additional learning opportunities for pupils including Skills Builder (Enabling Enterprise), The Elms, Junction Elite, The French Institute (DELFI exam), Conquer Maths and 2Simple (Purple Mash), Little Wandle, Harper Collins, G Suite for Education (Google Classroom), Meraki (iPads), Wandsworth Music, Get Set 4 PE
- Our InVentry sign-in system

Why we 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.

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.

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> .

It is also necessary for us to share data in order to provide infrastructure to support the running of the school (for example to enable us to offer online payment and to communicate with parents). We also share data in order to track pupils' progress and offer additional learning opportunities through trips, extracurricular activities and online learning platforms.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> .

The department may share information about our pupils 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 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-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> .

Your Rights

Under data protection legislation, parents / carers 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 Data Protection Lead and Headteacher, Mrs Richards via the School Office.

Data subjects 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 our Data Protection Officer Gary Hipple at schoolsdpo@richmondandwandsworth.gov.uk .