



EARDISLEY CE PRIMARY SCHOOL

Privacy Notice for Pupils/Parents/Carers

Information Held about You

In order to provide for us to run the school, it is necessary for us to collect and hold personal information about you.

Under data protection law, individuals have a 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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils/parents/carers**.

The School's Data Protection Officer is Ms Samantha Smith who can be contacted by e-mail: igschools@herefordshire.gov.uk; Tel: 01432 260282; Post: Information Governance, Herefordshire Council, Plough Lane, HR4 0LE

How we collect pupil information

We collect pupil information via registrations forms on admission or Common Transfer File (CTF) or secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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.

The personal data we hold

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

- personal identifiers and contacts - such as name, unique pupil number, DOB, contact details (including parent / carer contact details) and photographs
- characteristics information – such as ethnicity, language, free school meal eligibility , pupil premium information, safeguarding information – such as court orders and professional involvement
- special educational needs information – including needs and ranking
- medical and administration information – such as doctors information, health, dental health, allergies, medication and dietary requirements
- details of any support received, including care packages, plans and support providers
- attendance information – such as sessions attended, number of absences, reasons for absences and previous schools attended
- behavioural information – such as exclusions, relevant alternative provision put in place
- assessment and attainment information – such as national curriculum assessment results
- Pupil and curricular records
- Child protection and safeguarding information
- information relating to communications with you – such as details of home visits, meetings, telephone calls, parental consent
- CCTV Images

This list is not exhaustive

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

Who is processing my data?

All personal data held, is processed in accordance with data protection law. We, Eardisley CE Primary School, Eardisley, Hereford HR3 6NS are the 'data controller' for the purposes of data protection law and for the information outlined in this privacy notice.

Eardisley CE Primary School contracts with a number of carefully vetted companies who process data on behalf of the school, these include:

- Capita SIMS – used to manage pupil data
- School Money – used to manage pupil finances
- Teachers2Parents – text messaging service
- MLS – used to record pupils names for accessing library books
- Cool Milk – used to supply milk to pupils (parents register)
- Abacus/Science Bug – used to record pupil progress in science and maths
- OP Software – Supplier used to manage online pupil data backups
- Rooted Forest School – pupil details for offsite Forest School
- JP Catering – pupil names & year groups
- School Photographer - images
- Tapestry
- Herefordshire Council Early Years Portal – used to manage early year applications
- Herefordshire Council Revenues & Benefits – used to manage free school meal applications

How will we use the information we hold about you?

We will collect information about you to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare - to keep children safe (food allergies, or emergency contact details)
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us for DfE data collections

This information is essential for the school's operational use.

What is the legal basis for us to process your data?

There is a wide ranging framework of legislation that governs the school's actions to educate and safeguard the wellbeing of its pupils.

The majority of information collected and processed is done so under this legal framework.

Relevant health and medical information is collected and processed in order to protect the vital interests of our pupils.

Other information may be collected and processed with your consent, which you can withdraw at any time.

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.

Who will we share your information with

We may share your information with partner organisations, including:

- Schools that the pupils attend after leaving us
- 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 pupil's family and representatives

- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

With your consent, your information may also be shared with:

- Facebook – used to promote and celebrate events pupils take part in
- Twitter – used to promote and celebrate events pupils take part in
- Eardisley CE Primary School website and newsletters – used to promote and celebrate events pupils take part in

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

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 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>

How long do we keep your records

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. All information will be held securely and destroyed under confidential conditions. Our Records Management and Retention Policy sets out how long we keep information about pupils. This is on our school website www.eardisleyschool.co.uk

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to our data protection officer, Samantha Smith at Herefordshire Council via email at igschools@herefordshire.gov.uk or 01432 260282.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact our data protection officer, Samantha Smith, via email at igschools@herefordshire.gov.uk or 01432 260282.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>