

FLEET INFANT SCHOOL PRIVACY NOTICE (Spring 2024)

Privacy Notices are routinely issued at the start of each academic year to parents of all new children joining the school. The new General Data Protection Regulation (GDPR) became law in England in May 2018. The majority of obligations under the previous Data Protection Act will continue but with some additional obligations and considerations under GDPR.

Why do we collect and use personal information?

We collect, hold and use personal data and information:

- to support your child's teaching and learning
- to monitor and report on pupil progress
- to contribute to improving your child's health and reducing inequalities
- 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

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, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- National Curriculum Assessment results
- Special Educational Needs information
- Relevant medical, special educational needs and behavioural information
- Modes of travel

GDPR allows us to collect and use pupil information with consent of the data subject (i.e. the child) where:

- ❖ we are complying with a legal requirement
- ❖ processing is necessary to protect the vital interests of a data subject or another person
- ❖ 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 information is Special Category Information i.e. sensitive data for example health, religion, ethnic, gender (including finger print scanning or facial recognition if relevant), 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 Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

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 for /in accordance with our School Record Retention Schedule. Pupil education records are transferred to the child's new school on leaving (including Special Educational Needs and Child Protection/Safeguarding information). Electronic data including personal data, consents, assessment results and attendance are permanently deleted in line with the Retention Schedule (please ask at the front desk if you would like sight of the most up to date schedule).

Who do we share pupil information with?

We routinely share pupil information with schools that a pupil attends after leaving us, our local authority (LA) and the Department for Education (DfE). We also have local arrangements in place where the school exchanges information with the school nurse, the PTA and extended school providers.

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 DfE (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 DfE 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 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 the DfE: <https://www.gov.uk/contact-dfe>

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, please contact the school office to discuss your request with the 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
- 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, 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 headteacher or the Data Protection Officer in school.