

Privacy Notice (School)

Background

The legislation <https://gdpr-info.eu/>

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress (assessment data/pupil progress information)
- to provide appropriate pastoral care
- to safeguard and care for the pupils and other vulnerable individuals (covers all DBS/SCR information for all categories/engagement with outside agencies and information about family and others that impact on the pupil)
- to allow the school to access support (both practical and financial) for pupils (SEND/FSM entitlement)
- to allow the school to plan for and appropriately support the welfare, health, emotional and social, as well as educational needs of pupils and families
- to access support for pupils and families from third party/external agencies
- to monitor pupil attendance and behaviour
- to allow school to access/provide sporting, cultural and other co-curricular activities/experiences to pupils (covers sharing of information with CM Sports, PGL (Yr6 residential provider), Ufton Court (Yr4 residential swimming coaches, and the like)
- to allow the school to provide lunch services to pupils and staff
- to allow the school to plan for and monitor access to and usage of Before and After School Club
- to allow the school to plan and monitor access to and usage of clubs/co-curricular activities
- to allow the school to collect and monitor payments for school trips, lunches, and other income due to the school
- to allow the school to communicate with parents, carers, and other stakeholders (all basic contact information)
- to administer employment contracts (contact details, bank account information etc)
- to enable the effective performance management of staff (this and next intended to cover all PM related information and pay)
- to assess and monitor the quality of teaching and learning (information on teaching and pupils)
- to plan and administer staff development and training
- to monitor and support staff well-being/health needs (health type information)
- to administer the deployment of volunteers within the school and monitor impact
- to maintain records evidencing qualifications and completion of courses etc which are relevant to /required to enable individuals and/or school to comply with statutory obligations and/or support pupil learning

- to meet equalities legislation obligations (collecting information on race/gender etc.)
- to ensure accessibility for all stakeholders (collecting disabilities information)
- to administer third party and supplier contracts (all information that enable us to contact suppliers, place orders and pay)
- to enable pupils and staff to have access to and maintain access to appropriate online facilities (information collected to allow use of apps/learning platforms)
- to provide evidence of/record and celebrate the achievements of pupils and the school (photos/videos)
- to protect the individuals working in and/or visiting the school and the integrity of the premises and school assets (CCTV)
- to allow Governors to carry out their statutory duties (cover all information provided to school)
- to allow the school/Governing Body to plan for and monitor the effective training and development of Governors
- to plan the work of the Governing body and record the business at Governors meetings
- to monitor conflicts of interest
- to allow the school to maintain an effective IT systems
- to support school improvement (collecting info/sharing with HIAS etc)
- to assess the quality of our services and how well our school is doing
- to assess and monitor the effectiveness of our school strategic plans
- statistical forecasting and planning including income
- to allow the school to comply with its obligations to provide information to the local education and other education authorities/bodies
- to comply with the law regarding data sharing.

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

Pupils

- Personal information of pupils (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility for pupils)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment and progress information
- Relevant medical information
- Special educational needs information
- Behaviour information
- Welfare needs information
- Safeguarding and child protection information
- Participation in school provided clubs including BASC and other co-curricular activities both on and off-site
- Photographic and similar records of the pupils' engagement in school activities (both on and off-site)
- CCTV records

Parents/Carers/Families

- Personal information of parents/carers and other family members with parental responsibilities/emergency contact roles (such as name, address, telephone numbers, email details, special contact information/restrictions, names of siblings/other significant relationships where appropriate/necessary)
- Characteristics (such as ethnicity, language, nationality, entitlement to apply for free school meals)
- Welfare, safeguarding and child protection information where this is relevant to, impacts on and/or is otherwise necessary to protect and support the pupil
- Communications with parents/families
- Records of payments made/due to the school in relation to co-curricular activities (where payable), meals and other supplies
- CCTV records
- Photographic records of school events in which parents/others may appear

Staff

- Personal Information (such as name, address and other contact details, teacher number, banking details, drivers licence and passport information)
- Characteristics (such as ethnicity, nationality, marital status)
- Qualifications/Clearances (such as academic qualifications, right to work, right to teach, DBS clearances)
- Performance management information
- Pay related information
- Health and well-being information
- Attendance information
- Training records
- Job application information
- Photographic and similar records
- CCTV records

Volunteers

- Personal information (such as name, address and other contact details)
- Characteristics (such as ethnicity, nationality, gender)
- Qualifications/clearances (such as DBS clearance and if relevant academic qualifications)
- Volunteer application information
- Photographic and similar records
- CCTV records

Governors

- Personal Information (such as name, address and other contact details)
- Characteristics (such as ethnicity, nationality, gender)
- Qualifications and clearances (such as DBS clearance, Safeguarding and Child Protections, Safe Recruitment and Prevent qualifications)
- Declaration of Interests information

- Governor Application Forms
- Minutes of Meetings
- Governor Training Records
- Governor Attendance Records
- Photographic and similar records
- CCTV records

Third Suppliers/Contractors

- Personal Information (such as name/company name, address and contact details, and where appropriate for role/contact with school DBS clearance)
- Terms and conditions of business
- Payment information (such as bank details)
- Insurance coverage information
- CCTV records

The General Data Protection Regulation allows us to collect and use pupil information 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 information is Special Category Information 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.

The lawful basis for collecting and using pupil information for general purposes:

Processing shall be lawful only if and to the extent that at least one of the following applies: a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- processing is necessary for compliance with a legal obligation to which the controller is subject
- processing is necessary in order to protect the vital interests of the data subject or of another natural 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
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

This shall not apply to processing carried out by public authorities in the performance of their tasks.

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 retention schedule. The retention schedules for the:

- Retention of pupil records and other pupil-related information
- Retention of staff records
- Retention of senior leadership and management records
- Retention of health and safety records
- Retention of financial records
- Retention of other school records

are stated within the Records Management Policy and these include the length of time for which the personal data will be stored.

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)

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 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>

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 the Data Protection Officer (see contact details 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
- 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:

- Mr Denis Foster (Headteacher) adminoffice@guillemont-jun.hants.sch.uk
- Mrs Jan Vaughan (Data Protection Officer) dpo@guillemont-jun.hants.sch.uk
- 01252 666846