



## **Petersfield Church of England Aided School**

### **Privacy notice for parents/carers**

**April 2019**

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**.

We, Petersfield Church of England Aided Primary School, Hurdleditch Road, Orwell, SG8 5QG are the 'data controller' for the purposes of data protection law.

Our data protection officer is Laura Penrose (see 'Contact us' below).

#### **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:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as eligibility for free school meals, ethnicity, language, pupil premium or special educational needs
- Exclusion information and records of behavioural incidents
- Details of any medical conditions, including physical and mental health
- Risk assessments for pupils attending trips or particular events
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

#### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

#### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation e.g. submit statutory test results.

- We need it to be able to perform the function of being a school. This function of being a school requires that we hold this information because we are required to by law e.g. We need to know your son/ daughters name and parental contact details as well as any medical conditions to be able to provide the appropriate care for them whilst at school.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way e.g. we ask for your permission to use photographs of your child in the school, on the school website, in press articles etc. When you have given consent, you are able to withdraw it any time. Please contact us in writing to inform us.
- We need to protect the individual's vital interests (or someone else's interests) – such as passing on medical information to emergency services.

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.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **Special categories of data**

We also collect racial, ethnicity, religion and medical condition(s) data. This data is determined to be a special category of data.

The Special Categories of Data processed by is also undertaken in the public interest; we have to collect it by law. For certain categories of data such as ethnicity/ religion you have the right to refuse to give it to us but we are required to record that it has been refused.

### **How we store this data**

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. Our Data Retention Policy sets out how long we keep information about pupils. Our retention decisions have been informed by the Information and Records Management Society's toolkit for schools.

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – who enable the transfer of data files if a child moves schools and central collation of data results

- The pupil's family and representatives – to enable us to contact key individuals
- Educators and examining bodies – to enable statutory testing of pupils
- Our regulator Ofsted – who inspect the school
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable school dinner money / trip payments and the recording / audit of all school budgetary payments
- Central and local government- who provide local authority services to the school e.g. health and safety or training
- Our auditors – to ensure our compliance with legal duties
- Health authorities – through EHA referral service, or via parental consent
- Health and social welfare organisations – if we have concerns about a child's wellbeing or agreement for counselling
- Professional advisers and consultants – employed by the school e.g. specialist music provision or Headteacher School Improvement Partner
- Barrington and Foxton School staff as part of the BFP collaboration – to enable events to be planned for the pupils across the 3 schools to ensure all pupil's safety.
- Charities and voluntary organisations – to enable them to tailor an assembly or workshop to best suit a pupil group
- Friends of Petersfield School – to enable them to run activities and fundraising events for our school and pupils.
- Police forces, courts, tribunals – if a legal request is made
- Professional bodies who may work with a child e.g. speech and language service
- External providers e.g. Kingswood staff, to ensure the safety of our pupils.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12).

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer using the form in our Data protection and Information Management Policy.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Karen Gwynn/Laura Penrose (Headteachers) in writing.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Laura Penrose

01223 207382

office@petersfield.cambs.sch.uk

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*