

Privacy Notice (How we use pupil information)

Summerfields Primary Academy

All organisations that collect, process and share personal data (known as data controllers) are required to comply with the United Kingdom General Data Protection Regulation (UK-GDPR). One of the requirements is to issue Privacy Notices so that individuals (data subjects) are fully informed of what happens to their personal data once it is collected.

Who processes your information?

Summerfields Primary Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs A Snowden or Miss D Madison (Office Manager) or Mrs L Tabbner (Headteacher) act as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01226722480 or officespa@pioneeract.org.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the academy upholds are imposed on the processor.

Mr Tim Pinto is the data protection officer whose role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR (see 'Contact us' below).

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
- Safeguarding information
- Relevant medical information (such as name and address of Doctor)
- Special Educational Needs information
- Exclusions/Behavioural information
- Information relating to monies (paid and outstanding)
- Siblings who attended the school (past and present)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress

- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to communicate (telephone/text, letters/email)

The lawful basis on which we use this information

We only collect and use pupil information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collection and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil 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 retention schedule / records management policy states how long we should keep specific data.

Who we share pupil information with

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 – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- The pupil's family and representatives - to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- Educators and examining bodies - to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Our regulator e.g. Ofsted – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors – necessary for compliance with a legal obligation
- External survey and research organisations – with parents/carers consent
- Health authorities – necessary for compliance with a legal obligation, such as safeguarding. In other cases the health professional seeks consent through the school. In addition, we may have to share data specifically related to NHS partners in line with the Coronavirus Act 2020.
- Professional advisers and consultants – necessary for the performance of a contract
- Charities and voluntary organisations - necessary for the performance of a task carried out in the public interest and in the exercise of authority
- Police forces, courts, tribunals – necessary for compliance with a legal obligation
- Professional bodies – necessary for the performance of a contract

There may be times when we ask parents/carers to register for services where the school is not the data controller. Examples of this include Parent Pay systems in order to pay electronically, or Class Dojo for communication purposes. Whenever we do this, the school will ensure that we use a reputable company and that parents/carers are given the privacy notice for the firm on how their data is used.

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.

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

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>

Transferring data internationally

The school now follows the procedures in relation to UK-GDPR. If we transfer any data to countries outside the EU (third countries), we ensure that a Standard Contractual Clause (SCC) is set up directly between the school and the company.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that the school holds about them. To make a request for your personal information, or be given access to your child's educational record, contact our data protection officer Mr Tim Pinto, or the school office.

You 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.

To make a complaint please contact our data protection officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

- Tim Pinto (tpinto@esafetyoffice.co.uk) or 01977 232167
- Alternatively you can contact the school office on 01226722480