Privacy Notice for pupils (also provided to parents and carers)

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Protection Administrator, details at the end of this notice, for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

Who we are

We are South Park Primary School, have our principal site is at Water Lane Seven Kings Ilford IG3 9HF

Collecting and storing pupil information

We process personal data relating to pupils, parents, staff, Governors of our organisation.

We will not give information about our pupils to anyone without consent unless the law allows us to do so.

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Storing pupil data

We keep an overall summary of attainment and performance of pupils in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

We use the pupil data to:

- support pupils and teachers in learning
- monitor and report on progress
- provide appropriate care and security
- assess the quality of our services
- comply with the law around statutory data sharing
- promote the school (via newsletters and social media, with appropriate consent)

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

- Personal information (such as – name, address, age, unique pupil number and photographs)
- Special Category data (such as – ethnicity, nationality, country of birth, biometric and medical information)

- Attendance and assessment information (such as – sessions attended, number of absences & absence reasons, national curriculum assessment results, special education need and any exclusion information).

The lawful basis on which we use this information

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about pupils and parents to ensure that we fulfil our legal obligation to offer educational opportunities to our pupils, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See "Requesting access to personal data & individual rights" listed later in this notice".

Please note that the main reasons for our processing of personal information is due to

1. We need to, to comply with the law
2. We need to, to carry out a task in the public interest
3. We need to, protect someone's interests
4. To communicate with you/parents/carers

A comprehensive list of data processing is kept in the school's ***Record of Processing Activities***. Within this register we will record the lawful reason for each instance of personal data being processed along with special categories for sensitive information. Where there is limited statutory instrumentation the legal basis for processing special category of data will be GDPR Article 9(g) processing **is necessary for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

If you would like to discuss this in greater detail please contact the school's Data Protection Administrator, details at the end of this form.

Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it. For pupils, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child's progress at our school.

The school will share data with the Local Authority but only in instances where there is a legal basis for this processing.

All staff personnel files are held securely by the HR department, and are only available to the HR team and senior management.

Personal data about Governors is held by the Clerk to the Governors. It is only available to the Clerk, and is kept in order to ensure that South Park Primary School, complies with our legal obligations regarding Governance.

Photographs and biometric data

Photographs

We process photographs based on education acts 2012 and consent. Consent maybe withdrawn at any time contacting the school office.

Biometric data

South Park Primary School do not process biometric data.

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) please see the following web link: - 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 (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 to pass information about our pupils to the DfE under Regulation 5 and Schedule 1 of The Education (Information About Individual Pupils) (England) Regulations 2013 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.

This information will, in turn, then be made available for use by the Local Authority who, under strict information sharing protocols and policies, may also be required to share this information with other public sector partners such as other Local Authorities or local Children Centre.

To find out more about the National Pupil Database please see the following web link: -

http://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

The DfE may share information about our pupils from the National Pupil Database 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 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.

The school adheres with Retention standards as described in the IRMS Retention Schedule 2016.

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

If you have questions, contact the DfE through their website: https://www.gov.uk/contact-dfe

Changing schools

As per The Education (Pupil Information) (England) Regulations 2005, we are required to pass pupil information on to schools that the pupil goes on to attend after leaving us. We do this via the Department for Education's 'School to School' (S2S) secure data transfer website. This also acts as a temporary information depositary where a pupil has left us and the destination is not known to us.

The NHS

Information will only be passed to the NHS where we have a legal / statutory obligation to do so or where it is fully anonymous and cannot identify individuals, to the extent of no longer being personal data. Where the NHS otherwise require personal data for the provision of a service or research, parental and / or pupil consent will always be sought on a case by case basis.

CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

Requesting access to personal data & individual rights

The General Data Protection Regulations and associated Data Protection Act 2018 allow parents and pupils the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. To make a request for information; please use the contact details that can be found at the end of this notice.

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.

International transfers and processing

We do not process any personal information outside of the European Economic Area.

Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:
Parul Gadhvi – office@spps.org.uk

Please note our Statutory Data Protection Officer details are below:
The DPO at:

London Borough of Redbridge
Lynton House, 255-259 High Road, Ilford, IG1 1NY
dataprotection.schools@redbridge.gov.uk

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113
www.ico.org.uk/concerns/