All Saints C of E Primary School
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PRIVACY NOTICE

(How we use personal information)

All Saints C of E Primary School is the Data Controller for the use of personal data in this privacy notice.

Why do we collect and use personal information and the legal basis for processing?
The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use personal information, for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us by the department for Education

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing pupil information are:

- For the purposes of supporting pupil learning in accordance with the legal basis of the legal obligation to which the controller is subject
- To monitor and report on pupil attainment progress in accordance with the legal basis of the legal obligation to which the controller is subject
- to provide appropriate pastoral care in accordance with the legal basis of the legal obligation to which the controller is subject.
- To assess the quality of our services for the performance of a task carried out in the public interest
- To keep children safe (food allergies, or emergency contact details) in order to protect the vital interest of the data subject or of another natural person
- To meet the statutory duties placed upon us by the Department for Education (DfE) in accordance with the legal basis of the legal obligation to which the controller is subject

In addition, concerning any special category data:

- Ethnic origin
- Religious beliefs
- Health

The processing of these special categories of personal data, the data subject has given explicit consent to the processing of the personal data for the following specified purposes:

- To protect the vital interests of the subject
- Legal obligation to which the controllers is subject

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2009, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as exclusions and any relevant alternative provisions put in place)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Trips and activities
- Catering and free school meal management
- Modes of travel information

Colleting pupil information
We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

Storing personal data
We hold pupil data in accordance with our retention schedule. For more information on our data retention schedule and how we keep you date safe, please visit:

School Records Retention Schedule

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 (Hampshire County Council – Children's Services)
- The department for Education (DfE)
- Health Authorities e.g. School Nursing Tem
- Suppliers and service providers -- to enable them to provide the service we have contracted them for – eg Arbor, School Gateway, Numbots, Google Classroom, Active Learning, Tapestry, Complete PE, Harrap

- Professional advisors e.g. Education Psychologist
- School photographer e.g. Yellow Photography

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 the DfE either directly or via our local authority for the purpose of those data collections, under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

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'. 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 https@//www.gov.uk/education/data-collection-and-censuses-for-schools

To find out more about NPD, go to:
https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

The Deparment may share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police please visit the following website:
https://www.gov.uk/government/plublications/dfe-external-data-shares

Requesting access to your personal data
Under the General Data Protection Regulations, 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 Ms Lally Hodan, Data Protection Officer.

You also have the right, subject to some limitations to:

- Object to processing personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marking
- Object to decisions being taken by automated means
- In cerain circumstance, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with 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:

- Ms Lally Hodan, Data Protection Officer, All Saints C of E Primary School

Date …….

Review ……