



Privacy Notice (Pupils & Parents)

Lady Margaret Primary School is committed to protecting the privacy and security of personal information. This privacy notice explains how we collect, store and use personal data about pupils, in accordance with the General Data Protection Regulation (GDPR) section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

Who collects this information?

Lady Margaret Primary School is the 'data controller' for the purposes of data protection law. This means that we decide how we are responsible for deciding how we hold and use personal information about pupils

How we use your personal information?

We hold pupil data and use it to:

- Confirm the identity of prospective pupils and their parents
- Provide education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs
- Inform decisions such as the funding of the school
- Assess the performance and set targets for the school
- Safeguard pupils' welfare and provide appropriate pastoral (and where necessary medical) care
- Support teaching and learning
- Give and receive information and references about past, current and prospective pupils.
- Manage internal policy and procedures
- Enable pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- Carry out statistical analysis for diversity purposes
- Legal and regulatory purposes (for example health and safety, child protection) and to comply with legal obligations
- Enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate.
- Monitor the schools use of IT and communications systems in accordance with the school's IT security policy
- Make use of photographic images of pupils in school publications, on the school website and on social media channels
- Ensure safety and security (for example CCTV)
- Assess the quality of our services

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

- Personal information such as name, unique pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- 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;
- Financial details to facilitate online payments;
- Performance and assessment information such as test results and teacher assessments;
- Behavioural information (including exclusions);
- Special Educational Needs information such as assessments carried out in school or by other professionals and interventions carried out in school;
- Relevant medical information, such as information about medical conditions or allergy information and details of medical practitioners involved in a child's care;
- Images of pupils engaging in school activities and images captured by the school's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information.
- Child Protection and Safeguarding information.

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.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);

- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Storing pupil data

Lady Margaret Primary School keep pupil data on computer systems and also on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

The length of time for which we hold pupil data varies according to the type of data. More information can be found in our **Information Management Policy**, which can be found on our website.

We hold a pupil's education records securely until they change school. Their records will then be transferred to their new school, where they will be retained until the pupil reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see this information. We will not share personal data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Sharing data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:-

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Our local authority (Ealing Council) and their commissioned providers of local authority services;
- NHS for example local healthcare professionals working with specific pupils

- Welfare services such as social care
- Law enforcement officials such as the police, HMRC;
- Other schools that pupils have attended/will attend;
- Professional advisers and consultants;
- Support service providers – to enable them to provide the support service we have contracted them for;
- selected third party software providers;
- Other professionals working with specific pupils as part of early interventions;
- The school catering company (Harrison Catering)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

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>.

Third Party software Providers

Data is also shared with selected third party software providers. This enables pupils to access their own learning programmes from multiple providers in and out of school. All providers are checked by the school to ensure they comply with the GDPR and satisfy the criteria of the DfE's guidance for Cloud software.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

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, please contact Amanda Hancock, School Business Manager:

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 want to exercise any of the above rights, please contact Amanda Hancock, School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Amanda Hancock, School Business Manager.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything in this privacy notice or have a concern about the way we are collecting or using your personal data, request that you raise your concern with Amanda Hancock, School Business Manager

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Amanda Hancock, then you can contact the DPO on the details below: -

Data Protection Officer Name: Craig Stilwell
Data Protection Officer Judicium Consulting Ltd,
Details: 72 Cannon Street,
London,
EC4N 6AE
Data Protection Officer Email: dataservices@judicium.com

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

