



## **PRIVACY NOTICE: PARENTS**

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, Owlsmoor Primary School, collect, store and use personal data about pupils and Parents/carers, as their primary care-givers and protectors.

Owlsmoor Primary School is the 'data controller' for the purposes of data protection law.

The name of our data protection officer (DPO) can be found on the Owlsmoor Primary School website ([www.owlsmoorprimary.com](http://www.owlsmoorprimary.com)).

Where pupil data is referenced, this will include all parent/carer data connected with that child.

### **Privacy Notice (How we use pupil information)**

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- pupil and curriculum records (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as SATs and phonics results)
- medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Educational Needs And Disability (SEND) information
- safeguarding information (such as court orders and professional involvement)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- details of support provided by other agencies (including care packages and plans)
- photographs and videos for learning and evidence (with parental consent)

- CCTV images captured by the school, for the purpose of safety, safeguarding and security

The categories of parent /family information that we collect, hold and share include:

- Personal information such as name, telephone number (work, home and mobile) email address and address
- Information about parental responsibility for your children
- Information about your relationship to the child/children in question
- Alternative contacts and their relationship to the child/children in question and contact details
- Preferences and consent choices.

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

### **Why we collect and use this information**

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

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- support/be involved in the admissions process
- comply with the law regarding data sharing
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

We use parent/carer data to:

- ensure the child's wellbeing
- contact a parent carer
- safeguard children
- receive permission for activities

### **The lawful basis on which we use this information**

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
- We need it to perform an official task in the public interest
- We need to adhere to the Local Authority (LA) requests

Less commonly, we may also process pupils' and parents'/carers' personal data in situations where:

- We have obtained consent to use it in a certain way, such as to provide enhanced and pastoral services

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' and parents/carers 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 collecting and using pupils'/parents personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this 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 records management policy, available on request from the school sets out how long we keep information about pupils.

### **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
- The pupil's family and representatives
- Educators and examining bodies
- Regulators (such as Ofsted)
- auditors
- Suppliers and service providers – to enable them to provide the service we have contracted them for (if they comply with GDPR)
- Central and local government
- Survey and research organisations (if they comply with GDPR)
- Health and social welfare authorities and organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## **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

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. These organisations are required to sign a document stating that they are compliant.

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**

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. An example of when this is necessary is when a pupil leaves the school to move abroad, and the new school request their pupil data.

### **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.

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers may 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 (under the age of 12), or where the child has provided consent. 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 (where at all possible)
- 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. This may be needed, for example, to transfer pupil and parent data to another school for a move to another primary school.

To make a request for your personal information, or be given access to your child's educational record, contact the school office on 01344776642 or [secretary@owlsmoorprimary.com](mailto:secretary@owlsmoorprimary.com)

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 by contacting the school office. The admin team and Senior Leadership team of the school will then advise you on how best to address your issue or concern, as it may be solved through our internal systems and processes. Alternatively, you can contact 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 Mrs Owles (our Admin Manager) on 01344 776642 or [secretary@owlsmoorprimary.com](mailto:secretary@owlsmoorprimary.com)