

**SOUTHROP C. OF E. PRIMARY SCHOOL**

# **Privacy Notice**

**ISSUE DATE: September 2021**

**REVIEW DATE: September 2022**

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

We collect and use pupil 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 for Department for Education (DfE) data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are: □ Article 6 and Article 9 of the GDPR □ The Education Act 1996 □ Keeping Children Safe in Education (2016) □ Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

The categories of pupil information that we process 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 key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- after school club attendance (sessions attended, sign out time and signature)
- school meals (meals ordered)
- school trips and activities (consent forms)

## **How we collect pupil information**

We collect pupil information via:

- registration forms at the start of the school year
- registration forms for specific events
- Common Transfer File (CTF)
- secure file transfer from previous schools

Pupil data is essential for the school's 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.

### **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention policy. For more information on our data retention policy and how we keep your data safe, please visit [http://www.southrop.gloucs.sch.uk/for\\_parents/policies/policies.html](http://www.southrop.gloucs.sch.uk/for_parents/policies/policies.html)

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS

### **Why we regularly 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.

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section below.

### **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, contact our school administrator.

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;
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us 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 the school administrator: [admin@southrop.gloucs.sch.uk](mailto:admin@southrop.gloucs.sch.uk) Tel. 01367 850246