

Stanford Infant School

General Data Protection Regulation (GDPR)



Privacy Notice for Families - How we use Pupil Information

Stanford Infant School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

James England, on behalf of SEGfL, is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 0118 978 9679 or dpo@dataprotection.education

The Categories of Pupil Information that we process include:

- Personal Information 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 Information (such as Key Stage 1 and Phonics Results).
- Behavioural Information (such as exclusions and any relevant alternative provision put in place).

Whilst the majority of personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Why we Collect and Use Pupil Information

Stanford Infant School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of the Education (Information about Individual Pupils) (England) Regulations 2014

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- a) To support pupil learning.
- b) To monitor and report on pupil progress and attainment.
- c) To provide appropriate pastoral care.
- d) To assess the quality of our services.
- e) To keep children safe (food allergies, or emergency contact details).
- f) To meet the statutory duties placed upon us for DfE data collections.

How we collect 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 is 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 and we will tell you what you need to do if you do not want to share this information with us.

How we store Pupil Data

Personal data relating to pupils at Stanford Infant School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected.

Who we share Pupil Information with

The school is required to share pupils' data with the Local Authority (LA) and Department for Education (DfE) on a statutory basis, this includes the following:

- School Characteristics.
- Early Years Foundation Stage (EYFS) – Good Level of Development.

- Phonics Screening Check Results.
- Key Stage 1 (KS1) Teacher Assessment.
- Pupil Premium.
- Special Educational Need & Disability (SEND) Information.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in school in England. Stanford Infant School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

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.

Stanford Infant School will not share your information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Schools that the pupils attend after leaving us.
- Our Local Authority (LA).
- The Department for Education (DfE).
- The NHS.

Stanford Infant School uses a range of third-party providers to help us process the data. Where the school outsources data to a third-party processor, the same data protection standards that Stanford Infant School upholds are imposed on the processor.

The third-party providers we use are:

- Assessment Software – 2Simple 'Evidence Me' & Target Tracker
- Child Protection, Safeguarding and a range of pastoral and welfare issues – CPOMS
- Educational Visits – EVOLVE
- Information Management – SIMs, SchoolPing, Classlist, ParentPay, Magic Booking (used only when booking Breakfast Club covered by additional Privacy Policy)

Requesting access to your Personal Data

Under data protection legislation, parents/carers 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, Hannah Parker, Office Manager on 01273 555240 or email office@stanford-inf.brighton-hove.sch.uk.

You also have the right to:

- Be informed about how Stanford Infant School uses your personal data.
- Request access to the personal data that Stanford Infant School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is not a compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Stanford Infant School is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday – Friday 9am-3pm.

Where you can find out more Information

If you would like to find more information about how we and/or the DfE collect, use and store your personal data, please visit our website:

<http://www.stanfordinfants.co.uk/gdpr/> or request a copy of our GDPR Data Protection Policy from the School Office.

How Government uses your Data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school).

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

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

Sharing by the Department

The law allows the Department to 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 and 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 Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>.

To contact the DfE: <https://www.gov.uk/contact-dfe>