

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 Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparently
- Collected and used only for the specific, explicit and legitimate purpose they have been collected for and not for any other purposes
- Adequate and relevant and limited only to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Kept securely, using appropriate technical and/or organisation measures

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

The lawful basis on which we use this information

We process this information when there is a legal basis or when explicit consent has been obtained, such as:

- When necessary to carry out tasks in the school's or its community's public task or legitimate interests (such as recording and sharing pupil information as part of the operation of the school curriculum and education of pupils). We collect and process pupil information under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).
- Where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions);
- Safeguarding - this data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.

Other uses of personal data will be made in accordance with the school's public interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Where you have provided us with consent (for example, in the use of photographs, videos or other media) to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

- For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
 - We have obtained your explicit consent to use your child's personal data in a certain way.
 - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
 - We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent.
 - The data concerned has already been made manifestly public by you
 - We need to process it for the establishment, exercise or defence of legal claims.
 - We need to process it for reasons of substantial public interest as defined in legislation.
 - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
 - We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
 - We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.
 - For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law.
- Conditions include:
 - We have obtained your consent to use it in a specific way.
 - We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent.
 - The data concerned has already been made manifestly public by you
 - We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
 - We need to process it for reasons of substantial public interest as defined in legislation.

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).
- Other admission authorities
- The Department for Education (DfE).
- Suppliers that we have contracted with to provide educational services and those related to the operations of the school (please see list below)
- Examination boards
- The police when investigating a crime
- 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 – Tapestry & Target Tracker
- Child Protection, Safeguarding and a range of pastoral and welfare issues – CPOMS
- Educational Visits – EVOLVE
- Information Management – ScholarPack, SchoolPing, Classlist, ParentPay, Magic Booking (used only when booking Breakfast Club covered by additional Privacy Policy).

Why we Share Data

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, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please visit: <https://www.gov.uk/education/data-collection-and-censusesfor-schools>

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/datacollection-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/nationalpupil-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 to, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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>.