

Pupils/Parent Carers Privacy Notice (How we use pupil and parent/carers information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. This privacy notice explains how we collect, store and use personal data about you and your child. We, Red Lane Primary are the 'data controller' for the purposes of data protection law. Our data protection officer is Judith Smith. (See contact details below)

The categories of pupil & parent/carers information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Parent/Carers and emergency contact information, contact preferences
- Family circumstances
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exclusion information (such as type of exclusion, date of exclusion, reason for exclusion).
- Assessment information
- Medical information (for example allergies, medical conditions, medication needed in school)
- Special Educational Needs information
- Behaviour management information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Accident/minor injuries
- CCTV images captured in and around the school and its grounds

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why - we collect and use pupil & parent/carers information-

We use the pupil & parent/carers data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with our legal and statutory obligations
- to comply with the law regarding data sharing
- to carry out research
- to keep parent/carers information about the running of the school and events

The lawful basis on which we use this information

We only collect and use pupils' & parent/carers' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation - the processing is necessary to comply with the law
- Vital interests: the processing is necessary to protect someone's life.
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way

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

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

Use of parent/carers' personal data for marketing purposes

Where you have given us consent to do so, Masefield Primary may send you marketing information by email or text promoting school activities, concerts, charitable causes and Friends of Masefield events that may be of interest to you. You can withdraw consent at any time by contacting school.

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.

Storing pupil & parent/carer data

We keep personal information about pupils and their parent/carers while they are attending our school. We may also keep it beyond their attendance at our school if necessary in order to comply with our legal obligations. Our information management policy that includes a retention of records schedule sets out how long we keep information about pupils and parent/carers. Please contact school to request a copy of this policy.

Who do we share pupil and parent/carer information with?

We do not share information about pupils & parent/carer 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 pupil information with:

- schools that the pupil's attend after leaving us – to meet our legal obligations
- our local authority – to meet our legal obligations
- the Department for Education (DfE) - to meet our legal obligations
- Ofsted who is our regulator – to meet our legal obligations
- Police forces, courts, tribunals – to meet our legal obligations
- Auditors and financial organisations – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health Authorities, for example, the school nursing team
- Professional advisers and consultants, for example, school counsellors, educational psychologists and school improvement officers - to enable them to provide the service we have contracted them for

Why we share pupil & parent/carer 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 the (DfE) under regulation 5 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>.

Over-claiming hours

In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered as attending.

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 make a '**subject access request**' to gain access to personal information about them that we hold. Parent/carers can 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 (usually under the age of 12) or where the child has provided consent.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, or be given access to your child's educational record, contact:

Miss Charlotte Moran
Red Lane Primary School
Red Lane
Bolton
BL2 5HP

Tel: 01204 333580 email: office@red-lane.bolton.sch.uk

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, 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/>

Call 0303 123 1113 or

write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF

Contact:

If you would like to discuss anything in this privacy notice, please contact: -

Miss Charlotte Moran
Red Lane Primary School
Red Lane
Bolton
BL2 5HP

Tel: 01204 333580 email: office@red-lane.bolton.sch.uk

Or our Data Protection Officer: -

Judith Smith
Bolton Council
Internal Audit and Risk Section
3rd Floor
Town Hall
Bolton
BL1 1RU

Tel: 0161 600 7993 email: schools.dpo@manchester.gov.uk

If you cannot access these websites, please contact the LA on:

Information Management Unit,
Department of People,
Bolton Council
1st Floor,
Town Hall,
Bolton, BL1 1UA

website: www.bolton.gov.uk

email: ec.imu@bolton.gov.uk