



Privacy Notice for Parents/Carers

Under the General Data Protection Regulation (GDPR), 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 pupils at our school.

We, Fladbury CE (Aided) First School, Church Street, Fladbury, Pershore WR10 2QB, are the 'data controller' for the purposes of data protection law. The Data Protection position is currently under review, however our Chair of Governors, Mrs Sue Johnston is available if required.

The personal information we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents
- results of internal assessments and externally set tests
- pupil and curricular records
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- exclusion information
- details of any medical information, including physical and mental health
- attendance information
- safeguarding information
- details of any support received, including care packages, plans and support providers
- photographs

Why we collect and use pupil information

We use this data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- to keep children safe
- to meet the statutory duties placed upon us for Department for Education (DfE) data returns

Our legal basis for using this data

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

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Where we have obtained consent to use pupils' personal data, this consent may be withdrawn at any time. We will make this clear when we ask for consent and explain how consent may be withdrawn.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.

How we collect pupil information

We collect information from registration forms, permission forms circulated at the start of each school year and via secure file transfer from a pupil's previous school.

While most of the information we collect about pupils is mandatory, there is some that may be provided voluntarily.

Whenever we request information from you or your child, we will make it clear whether you are required to provide it or if you have a choice in this.

How we store this 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 to comply with our legal obligations. Our Data Protection Policy (available on our web site) sets out how long we keep information about pupils. We refer to the *Information and Record Management Society's Toolkit for Schools* and to DfE guidance on data protection for current guidelines and best practice.

Who we share this information with

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about pupils with:

- your child's future school
- our local authority (Worcestershire County Council) and its commissioned partners
- Department for Education (DfE)
- Our regulator (Ofsted)
- School nurse
- NHS professionals
- Suppliers/service providers e.g. Cool Milk, Pershore High School catering, so that they can provide our pupils with the services for which we contract them
- Professional agencies
- the Police

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 DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Department for Education data collection requirements

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 Department for Education (DfE) via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census), go to <http://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 DfE 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 DfE.

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>

Parents' and Pupils' rights regarding personal data

Individuals have a right to make a '*subject access request*' to gain access to personal information that the school holds about them.

Parents/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.

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
- 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 intelligible form

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

If you would like to make a request please contact our Chair of Governors, Mrs. Sue Johnston.

Parents/carers also have a legal right to access to their child's educational record. To request access, please write to office@fladbury.worcs.sch.uk, marking your email for the attention of the Chair of Governors.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed
- seek redress, either through the Information Commissioner's Office or through the courts

To exercise any of these rights, please contact the Chair of Governors.

Complaints

If you have a concern or complaint about the way in which we are collecting or using your personal data, please raise it with us in the first instance by contacting Mrs Sue Johnston. You may also raise a concern directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this Privacy Notice, please contact the Chair of Governors. Please email office@fladbury.worcs.sch.uk and mark your email FAO of the Chair of Governors.

This notice is based on the Department for Education's Model Privacy Notice for pupils, amended to reflect how we use data at Fladbury First School.