



# **Data Protection Privacy Notice**

## **Pupils' & Parents' Personal Data**

Date: November 2023

Review Date: November 2024

## *Introduction*

Under data protection law, individuals have a right to be informed about how Albrighton Primary School and Nursery uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils at our school and their parents/carers.

We are registered with the Information Commissioners Office and the certificate can be viewed in the office.

## *Pupil Information*

### **Collecting Data**

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

- personal information (name, unique pupil number and address)
- characteristics (such as ethnicity, language and free school eligibility and mode of travel to school)
- national curriculum assessment results/internal assessments/school reports
- attendance information (such as sessions attended, number of absences and absence reasons)
- exclusion / behavioural information
- special educational needs
- any relevant medical information
- any accident/incident data regarding pupils
- permission for certain aspects of your child's education
- photographs captured in school

We use the data to:-

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- safeguard pupils
- comply with the law regarding monitoring and reporting on any accidents/incidents to pupils arising out of or in connection with any school activity

## *Parent / Carer Information*

### **Collecting Data**

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Any health conditions you have that we need to be aware of

- Photographs and CCTV images captured in school

We use the data to:-

- report to you on your child's attainment and progress
- keep you informed about the running of the school (such as emergency closures) and events
- process payments for school services and clubs
- provide appropriate pastoral care
- protect pupil welfare
- administer admissions waiting lists
- assess the quality of our services
- comply with our legal and statutory obligations

## *Lawful Basis for Using this Data*

We collect and use personal information in order to meet our legal obligations set out in GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education act 1996
- The Education (information about individual pupils) (England) Regulations 2013.

Albrighton Primary School and Nursery holds this information in relation to Article 6 of the GDPR for Education purposes for the delivery of the National Curriculum.

Albrighton Primary School and Nursery's processing of information in relation to Article 9 of the GDPR is carried out in the course of our legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

To find out more about the data collection requirements placed on us by the department for education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## *Sharing Information with Others*

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with:

- Shropshire Council;
- the Department for Education. This statutory data sharing underpins school funding and educational attainment policy and monitoring; (further information is available via <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) executive government agencies of the DfE include;
  - the Standards and Testing Agency (STA);
  - Ofsted;
  - Education and Skills Funding Agency;
  - Organisations that require access to data in the Learner Record Service (LRS);

- The National Pupil Database (managed by the DfE). Robust processes are in place to ensure confidentiality of data is maintained (further information is available via <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.)
- the Department of Health; local trusts include
  - Shropshire Community Health NHS Trust;
  - South Staffordshire and Shropshire Healthcare NHS foundation trust;
  - Shrewsbury and Telford Hospital NHS Trust
- Schools that the pupil's attend after leaving us; or if they are mid-term applications (joining Albrighton Primary School)
- Health & Safety Executive (HSE)
- Shropshire council may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.

A parent / guardian can request that only their child's name, address and date of birth is passed to their Local Authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

## *Data Storage and Retention*

We will keep data about you and your child secure. We will protect your data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected. Any possible data breaches will be investigated and where necessary, reported to the ICO.

Albrighton Primary School & Nursery will hold pupil data for the duration of their time at our school. It will only be passed onto other schools/agencies if the child transfers to another primary school, when they transfer to secondary school or if there is information that needs to be shared with the child's next school, i.e. SEN, Safeguarding etc.

Data collected and stored concerning accidents/incidents arising out of or in connection with any school activity is kept until the pupil is aged 21 as the pupil affected by the incident has the legal right to make a claim relating to that incident 3 years after their 18th birthday.

## *Your Rights*

Under GDPR parents/carers, pupils and staff have the right to request access to information about them that the school holds. this is called a subject access request. To make a request for your personal information, or be given access to your child educational record contact. The Data Controller at Albrighton Primary School & Nursery is the Headteacher.

You also have the rights to:

- Enable correction to data for accuracy.
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Object to processing of personal data that is likely to cause, or is causing damage or distress
- To obtain and reuse your personal data for your own purposes across different services.
- 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 breach of the data protection regulations

If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. alternatively, you can contact the commissioners' officer at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy and consent notice, please contact: Albrighton Primary School and Nursery's Data Controller is the Headteacher.

## *Our Commitment*

We will only collect information that is necessary for what we do and will make sure that it is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

We will comply with the General Data Protection Regulation 2018 (GDPR) and other UK legislation on information handling and privacy.