

# Urchfont C. E. Primary School

## Privacy Notice for Parents/Carers – Use of your Child's Personal Data

The Data Protection Act 2018 and UK General Data Protection Regulation (UK-GDPR) gives individuals the right to be informed about how the school 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**.

Urchfont C.E Primary School (the school) is the licensed 'data controller' for the purposes of data protection law.

### 1 THE CATEGORIES OF PERSONAL DATA WE HOLD

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

- Personal Information (such as name, address, contact details, date of birth, identification documents, unique pupil number)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons, including extracurricular activities and previous school attendance)
- Special Education Needs (SEN) information
- Safeguarding information
- Details of any medical conditions, including physical and mental health
- National Curriculum Assessments/results
- Individual Assessment Data, tests and Reports
- Exclusion/behaviour information
- Details of any support received, including care packages, plans and support providers
- Schools they have attended previously and have joined after they leave us
- Pupil and curricular records
- Photographs

1.2 We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, and the Department for Education.

### 2 WHY WE USE THIS DATA

2.1 We use this data to:

- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### 3 CCTV

3.1 The School uses Closed Circuit Television cameras for the following purposes:

- Protecting the school buildings and school assets, both during and after school hours.
- Promoting the health and safety of staff, pupils, and visitors.

- Preventing bullying.
- Reducing the incidence of crime and anti-social behaviour (including theft, vandalism, and fraud).
- Supporting the Police in a bid to deter and detect crime, assisting in identifying, apprehending, and prosecuting offenders.
- Helping to evidence that school rules are respected so that the school can be properly managed.

3.2 Information regarding the use, storage and retention of information obtained through use of the school's CCTV system please refer to the school's CCTV policy.

#### **4 OUR LEGAL BASIS FOR USING THIS DATA**

4.1 The School has the legal right to collect and use personal data relating to pupils and their families, to meet legal requirements and Public Task as set out in the UK-GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the General Data Protection Regulations
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

4.2 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.

4.3 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)

#### **5 COLLECTING THIS INFORMATION**

5.1 Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

#### **6 HOW WE STORE THIS DATA**

- 6.1 We keep personal information about pupils while they are attending our school and beyond their attendance at our school if this is necessary to comply with our legal obligations.
- 6.2 Personal data is stored in line with our Data Protection Policy.
- 6.3 In accordance with the UK-GDPR, the school does not store personal data indefinitely. We hold data for the periods of time as stated in our Records Retention Policy.

#### **7 DATA SHARING**

7.1 We do not share information about pupils 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 personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives

- School to school networks
- Educators and examining bodies
- Our regulator/auditor, e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- The NHS, Health authorities, Physiotherapists, Occupational Therapists, Audiology, Deaf CAMHS, Cochlear Implant Teams etc.
- Relevant Pupil Safeguarding bodies and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

## **8 DATA COLLECTION REQUIREMENTS**

- 8.1 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>.

## **9 THE NATIONAL PUPIL DATABASE (NPD)**

- 9.1 We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.
- 9.2 The database is held electronically so it can easily be analysed for statistics. The information is securely collected from a range of sources including schools, local authorities, and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
- 9.3 For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

## **10 TRANSFERRING DATA INTERNATIONALLY**

- 10.1 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **11 PARENTS AND PUPILS' RIGHTS REGARDING PERSONAL DATA**

- 11.1 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.
- 11.2 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 the school office or our data protection officer.
- 11.3 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.
  - Claim compensation for damages caused by a breach of the Data Protection regulations.
- 11.4 You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the UK-GDPR and will be the case where the request is complex – for example, where we need multiple staff to collect the data.
- 11.5 If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## 12 CONTACT US

- 12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school office on 01380 840793 or via Email: [admin@urchfont.wilts.sch.uk](mailto:admin@urchfont.wilts.sch.uk).
- 12.2 Our data protection officer is Mr Jeremy Shatford by Email: [dpo@jeremyshatford.co.uk](mailto:dpo@jeremyshatford.co.uk) or by telephone 07881297319.

*This notice is based on the [Department for Education’s model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

Updated: September 2022

Date.....

Signed..... (Chair of Governors)