

St Stephen's Church of England
Multi Academy Trust



**GDPR Privacy Notice
Pupils and their
Parents**

Policy agreed by staff: December 2018

Policy agreed by Trust Board: December 2018

Policy to be reviewed: September 2019

Who processes your information?

St Stephen's C of E Primary School is the data controller of the personal information you provide to us. This means the school is responsible for deciding how information you provide us with is used. We refer to your information as "personal data" and when we use your information in different ways, this is called "processing". The General Data Protection Regulation (GDPR) outlines how personal data should be protected and used appropriately by organisations.

In some cases, your personal data will be shared with other people, organisations or companies. This sharing will only occur after we have sought your permission (consent), unless the law requires us to do so. If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

The categories of pupil information that we process include:

- personal identifiers 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)
- images (such as photographs and CCTV images)
- 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 (such as Key Stage 1 and 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why do we collect and use your information?

St Stephen's C of E Primary School holds the right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, local authorities and / or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

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

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

Which data is collected?

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. behaviour incidents and temporary exclusions
- Photographs – these will be used to aid our records management, safeguarding and attendance procedures
- Assessment and examination information
- Welfare and other pastoral support information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. 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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information, e.g. account and transactional information for school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils at St Stephen's C of E Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

We will also retain personal data in the form of images, registers and examples of work for the purposes of archiving and as a historical record of school life. This information may later be published in school literature, displays or external media. In this case, the personal data we retain will be proportionate and limited to what is necessary.

Will my information be shared?

The school is required to share pupils' data with the 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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Stephen's C of E Primary 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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

St Stephen's C of E Primary School does not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- Wolverhampton Local Authority and its agencies (Social Services, Admissions & Appeals, Education Welfare Officer, SEND Team, LAC Team)
- Other Local Authorities (as needed)
- The NHS and other health professionals (School Nurses, Speech & Language Service, Hearing Impairment Service, CAHMS, Physiotherapists, Paediatrician, Occupational Therapy)
- The Department of Education
- Other Government agencies (Ofsted)
- External Support Agencies (Inclusion Services, Freedom Fostering, Walsall LA (LAC Team))
- The Diocese (Diocese of Lichfield, Christian Distinctiveness Advisor)
- The providers of our management information system (Capita SIMS)

- The software we use to communicate with you (Teachers2Parents)
- The system we use for managing visitors to school (InVentry)
- The providers of our CCTV system (Select Alarms)
- The providers of our learning platform (CloudW E-Services Team)
- The systems we use for recording progress in learning (See Saw, 2simple, Lexia, Mathletics, Spellodrome, Swimphony)
- The online software we use to help deliver the curriculum (Bug Club, Mathletics, Lexia, Snappy science, Charanga, Spellodrome, Twinkle, iMoves)
- The online software we use to help us manage visit and health & safety (Evolve, Crest Education - T100)
- The providers of therapy and support services (The Children's Village - strengthening families workers)
- Auditors (Feltons, M3 Academy Audit Services)
- Visit/trip providers (Kingswood, Wolverhampton Swimming & Fitness Centre)
- Sports Coaches (Soccer 2000, NPV Football)
- Before and after school club providers (Soccer 2000, NPV Football)
- Alternative Education Providers
- Education Phycologists (LA Education Psychologists)
- School Photographer (Rainbow Photographic)
- Professional advisors and consultants (TTEducation, LTT -Learning Technologies Team, HEADStart)
- Contract Catering Services (Shires Catering Services)
- Contract Data Management Services (Services4Schools)
- Contract IT Support Services (E-Services)

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Request access to the personal data that St Stephen's C of E Primary School holds
- 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
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Where can you find out more information?

For more information about the Department of Education'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 of Education has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

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

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>

Requesting access to your personal data

Under data protection legislation, parents 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, contact our Data Protection at DPO@ststephenscofeprimary.co.uk or by writing to St Stephen's C of E Primary School, Woden Road, Wolverhampton, WV10 0BB. Please address letters: **For the attention of the Data Protection Officer.**

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

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

DPO@ststephenscofeprimary.co.uk or by writing to St Stephen's C of E Primary School, Woden Road, Wolverhampton, WV10 0BB.