

Privacy Notice – for Parents and Carers

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect and use pupil information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to allow students to enter public tests
- to provide a rewards structure
- to track how well the school is performing as a whole

The categories of pupil 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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information including grades, targets, levels and progress
- Relevant medical information
- Special Needs information
- Information on behaviour and incidents, if applicable, at the school including suspension/exclusion

Why do we collect parent information?

- to report on pupil progress
- to provide appropriate pastoral care
- to enable payment of fees
- to allow access to the catering system

The categories of parent information that we collect, hold and share include:

- personal information (such as name, address, email addresses, telephone number)
- characteristics (such as ethnicity, nationality)
- banking details

The lawful basis on which we use this information

The lawful basis on which we collect and use pupil information is:

- In order to carry out our **public interest** duties from Article 6 from the GDPR – May 2018
- To carry out the **obligations of** and **legitimate interests** of the school under Article 9 from the GDPR – May 2018

Collecting pupil and parent 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 and parent data

We hold pupil data for up to seven years after they leave the school or 25 years from the pupils DOB. We hold SEN information for a minimum of 35 years. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child.

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

We routinely share pupil and parent information with:

- schools/academies/colleges/universities that the pupil's attend after leaving us - please see below
- our local authority – please see below
- the Department for Education (DfE) - please see below
- exam boards (OCR/Edexcel/AQA/Standards Testing Agency) – Standard Assessment Tests
- Eduspot/Smartpayments – to operate financial services
- Dolce – to operate the catering services
- Live Kitchen – to operate catering payments
- Teachers2Parents – to operate school communications
- Blue Planet IT – to operate student email and information technology services
- NHS – School nurse services – child health and vaccinations
- CYPEMC – for educational/speech/psychology services referrals
- Coolmilk – providers of free school milk and early years milk
- On-line learning service companies – for the purpose of additional learning for pupils

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 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.

NOTE: Pupil referral units are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 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-censusesfor-schools>.

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-pupildatabase-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-pupildatabase-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 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 Mrs Lorraine Batchelor in the first instance

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 our Data protection Officer (details below) 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:

Mrs. Katherine Clough

Email: head@syresham-ce.northants-ecl.gov.uk

DPO : Plumsun

Email: schoolexpert@plumsun.com

Please sign and return this notice so that we are aware you have read it and consent to the content. A copy of this document is available on our web site for future reference.

Family Name:

Signed :

Signed:

Signed:

Date: