

Donnington Wood Infant School & Nursery



Privacy Notice (How we use pupil information)

Please see Pages 5 & 6 for Temporary changes in response to Covid-19

Under data protection law, individuals have a 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 and parents/carers.

Donnington Wood Infant School & Nursery is the 'Data Controller' for the purposes of data protection law and our Data Protection Officer is Susan Wright, Telford & Wrekin Council.

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

- Personal information (such as name, unique pupil number and contact details (including parental information such as date of birth and national insurance) 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 and attainment information (such as EYFS, Key Stage 1 and Phonics results and all other relevant results).
- Special educational needs information (including needs and ranking)
- Relevant medical and administration information such as doctors information, child health, dental health, allergies, medication and dietary needs)
- Behavioural information such as exclusions and any relevant alternative provision put in place.
- Safeguarding information (such as court orders and professional involvement)
- CCTV (such as images captured around school grounds).
- Photographs (such as photos taken in and around school, school trips and website)
- School trips and activities
- Catering and free school meal management
- Admissions information (both for being admitted to our school and leaving our school and for any admissions or school to school related enquiries and data sharing)

This is not an exhaustive list. For further information please contact the school.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to assess eligibility for Talking 2s, Early Years Pupil Premium and Pupil Premium
- to ensure the safeguarding of pupils
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing and keeping children safe in accordance with the legal basis of consent.
- for the purposes of monitoring and reporting on pupil attainment process, supporting pupil learning, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe and to meet the statutory duties placed upon us for DfE data collections in accordance with the legal basis of legal obligation.
- for the purposes of providing appropriate pastoral care and supporting pupil health and wellbeing and to keep children safe in accordance with the legal basis of vital interests.
- for the purposes of supporting pupil learning, monitoring and reporting on pupil attainment process, providing appropriate pastoral care and supporting pupil health and wellbeing, keeping children safe, meeting the statutory duties placed upon us for DfE data collections and to assess the quality of our services in accordance with the legal basis of public task.

In addition, concerning any special category data:

- conditions a, c, f, h, i and j of GDPR - Article 9 where:
 - (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
 - (c) processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.
 - (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
 - (h) processing is necessary for the purposes of preventative medicine, medical diagnosis, the provision of health or social care systems and services.
 - (i) processing is necessary for reasons of public interest in the area of public health.
 - (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

How we collect pupil information

We collect pupil information via registration forms at the start of the school year, a Common Transfer File (CTF) and/or a secure file transfer from previous school. We may also receive information from a local authority or the Department for Education (DfE).

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. Where the school asks for consent we will tell you at the same time how you can revoke consent in future.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse
- NHS
- Family Connect
- Education Welfare Team
- Third party systems that collect and store pupil information on our behalf

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

Department for Education

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) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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 **the Head Teacher by phoning 01952 386640 or the Data Protection Officer, Susan Wright (susan.wright@telford.gov.uk)**.

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: The Head Teacher or the Data Protection Officer, Donnington Wood Infant School & Nursery, Baldwin Webb Avenue, Donnington, Telford TF2 8EP, Telephone No. 01952 386640.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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-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 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>. To contact DfE: <https://www.gov.uk/contact-dfe>

Temporary Changes to Schools Student/Parent Privacy Notice due to response to Covid-19 (Coronavirus)

1. Purpose

The purpose for which we are processing your personal data is to operate the Schools response to the coronavirus (Covid-19) public health epidemic. This will involve the dissemination and gathering of information.

While it is not possible to give an exhaustive list in the current fast developing circumstances, examples include communicating public health advice, dealing with enquiries, collecting and disclosing contact details of academics or medical professionals as well as details of suppliers or prospective suppliers.

2. The data

We will process the following personal data if applicable:

- your name
- your home address
- your email address
- your phone number including landline and/or mobile phone numbers (if applicable)
- other data you volunteer

We may also process other information where necessary and proportionate.

We may also process special category data regarding your health.

3. Legal basis of processing

The legal bases for processing your personal data are:

- it is necessary for the performance of a task carried out in the public interest
- it is necessary to protect the data subject's vital interests, or the vital interests of another person

Our legal basis for processing any special category data is:

- it is necessary for reasons of substantial public interest for the exercise of a function of a Minister of the Crown, or a government department.

4. Recipients

Where necessary and proportionate, your personal data may be shared with other public bodies including government departments, government agencies and executive agencies.

5. Retention

Relevant personal information is held only for the purposes of this privacy notice will not be held more than one year unless it needs to be retained in the public interest, for legal reasons or for historical record.

6. Sources of information

Information may be obtained from other data controllers where necessary and proportionate.