



## **Privacy Notice for Parents and Pupils (How we use personal information)**

This notice is to help you understand **how** and **why** we collect personal information about our pupils and their families and **what** we do with that information. Personal information is information that identifies an individual and relates to that person. This includes paper records and photographs and videos.

### **Why do we collect and use personal information?**

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- to comply with the law regarding data sharing
- to safeguard pupils
- to provide catering
- to record any payments that you make to us

### **The categories of personal 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)
- Exclusions information (such as start date, number of days, category, reason and correspondence to parents)
- Assessment information (in year and end of key stage assessment scores/grades for each subject)
- Special Educational Need information (such as provision, needs, placements, payments, medical information, care information)
- Medical information (such as medical need, GP contact data, specialist contact details)
- School history (such as school name, dates attended)
- Contact information (Address, Telephone number, email address)
- Parent/Carer information (such as name, address, contact details)
- Emergency contact information (such as name, address, contact details)

### **The lawful basis on which we use this information**

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.



Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Southsea Infant School collects and uses pupil information to comply with legal obligation and protection of vital interests in order to protect your child in case of an emergency and to enable us to deliver teaching and learning to your child.

### **Collecting personal information**

We collect information from parents and carers. We also receive information from:

- The previous school your child has attended
- Our local authority
- The Department for Education (DFE)
- The police

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold pupil data for as long as necessary in order to educate and care for your child. We need to retain some information after your child has left school, accordance with our retention guidelines published by PCC.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority, Portsmouth City Council
- The Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS)
- SEND professionals or educational settings
- Daily attendance will be shared with the Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school.
- Our school caterers and milk providers
- Our school photographer, Cardwell and Simons. (Photographs of your child are held on the school's pupil record so that school staff can identify your child. The school photographer will also, with your consent, provide a service where you can purchase individual or group photographs of your child.
- Our texting service provider Parent Mail



- School meal provider ISS

The school uses software provided by a range of suppliers to support pupil's learning and in the management of the school and pupil data is held on these systems. Our main software is Purple Mash and Education City.

### **Why we share pupil information**

We do not share personal information 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Under the public duties of the Portsmouth Local Authority for improving education standards in Portsmouth, relevant personal information (name and address) will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Under the public duties of the Portsmouth Local Authority for moderating teacher assessments in Portsmouth, relevant personal information (UPN, name, subject and result) will be passed to our moderators from Southampton City Council in order for them to carry out their contracted duties on behalf of Portsmouth Local Authority.

### **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)**

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-pupil-database-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-pupil-database-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:

Lyndsey Cook, Data Protection Office, via the school office.

You also have the right, subject to some limitations 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 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:

Lyndsey Cook, Data Protection Office, via the school office.