



## Stanley Park Junior School - Privacy Statement for Pupils

"We believe that every child and adult matters. At Stanley Park Junior School, we work together as staff, parents, carers and governors, in a fun, safe and inclusive environment. We strive to create a rich, varied and challenging curriculum that provides inspirational learning opportunities for all children as they aspire to become successful learners, confident individuals and responsible citizens with a sense of pride in themselves and their school."

### School Introduction

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Stanley Park Junior School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Helen Gannon (see 'Contact us' below).

### Privacy Notice (How we use pupil information)

We hold some personal information about pupils to make sure we can help them learn and look after them at school.

For the same reasons, we get information about pupils from some other places too - like other schools, the local council and the government.

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

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Special Educational Needs
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (e.g. doctors information, child health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Exclusion information
- Assessment and Attainment
- Behavioural information
- Photographs

### Why we collect and use this information

We use the pupil data to help run the school including:

- Getting in touch with pupils and parents when we need to
- to support pupil learning
- to monitor and report on pupil progress - see what support pupils will need
- to provide appropriate pastoral care
- to assess the quality of our services
- to track how well the school as a whole is performing
- to comply with the law regarding data sharing
- to keep children safe
- to meet statutory duties placed upon us for DfE data collections

## The lawful basis on which we use this information

We process this information under the following lawful bases set out in Article 6 of the GDPR:

- Consent: you have given clear consent for us to process your personal data for a specific purpose.
- Contract: the processing is necessary for a contract we have with you, or because we need you to take specific steps before entering into a contract.
- Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary for us to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

We process special category data (ethnic origin, religion, health etc) information under the following lawful bases set out in Article 9 of the GDPR:

- Consent: you have given clear consent for us to process your special category data for a specific purpose.
- Vital interests: the processing is necessary to protect someone's life.

## Collecting pupil information

We collect pupil information via admission forms on entry to the school in addition to Common Transfer File (CTF) or secure file transfer from previous school.

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 Data Protection legislation, 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 data

We hold pupil data for as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. If you would like further information on retention guidelines please speak to Amanda Lamy (Headteacher), Stanley Park Junior School

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Family of pupils and nominated contacts
- Our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- Department for Education (DfE)
- School nurse (NHS)
- Sutton Multi Agency Safeguarding Hub/Sutton Children's First Contact Service
- Our regulator, Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Survey and research organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Individual online learning programmes

## 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 our local authority (LA) and the Department for Education (DfE) under section 3 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-censuses-for-schools>.

## Telephone Conversations

All telephone conversations made to and from the main school number are recorded. These recordings can be accessed for up to 12 months from the date of the call. We collect this information to verify conversations that have been held. Recordings of calls can be accessed to support disciplinary and complaints procedures etc. Copies of any calls that are made for such purposes will be deleted within 30 days of the completion of the process.

## 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 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 in writing to Amanda Lamy (Headteacher) Stanley Park Junior School.

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, 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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact in the first instance Amanda Lamy (Headteacher).

Our Data Protection Officer is Helen Gannon who can be contacted via [admin@ebm-services.co.uk](mailto:admin@ebm-services.co.uk)