



Privacy Notice: Winton Primary School

This document explains what information will be held about your child and how it will be held and processed by Winton Primary School. You can also find out about the General Data Protection Regulations and Data Protection Act 2018 and your rights on the Information Commissioners Website www.ico.org.uk.

This document contains information about:

1. Why we collect your personal information
2. The categories of pupil information that we collect, hold and share
3. Collecting pupil data
4. Storing pupil data
5. Processing pupil information – third parties
6. The lawful basis on which we use this information
7. Who we share pupil information with
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1. Why we collect your personal information

Within the School, we use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to have relevant medical information on each child
- to have emergency contacts for each child
- to assess the quality of our services
- to comply with the law regarding data sharing, including sharing data with the local authority and Department for Education.

We will also receive information from their previous school, local authority and the Department for Education (DfE).

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) to ensure that any personal data they process is handled and stored securely.

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

- Personal information (such as name, unique pupil number, date of birth 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
- Special Educational Needs information
- Behavioural information (such as exclusion details, positive rewards)
- Relevant medical information

3. Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided 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.

4. Storing and retaining pupil information

We keep information about pupils on computer systems and sometimes on paper.

We hold pupils' education records securely until they change school. Their records will then be transferred to their new schools, where they will be retained until they reach the age of 25, after which they will be safely destroyed.

5. Processing pupil information – third parties

The school needs to use certain software to enable it to process data. We need to do this to be able to make payments for trips and events, to monitor pupil progress, store contact details and medical information and to prepare reports for the Department for Education. As a result, the school currently uses the following principal software –

Arbor – database, communications and payment software
Medical Tracker – medical information and reporting system

As Data Controller, the school is responsible for ensuring that correct protocols and agreements are in place to ensure that personal data is processed by all sub-contractors and other third parties in line with the principles of the data protection legislation and this is covered in the school's Data Protection Policy.

6. The lawful basis on which we use this information

We have a legal obligation to collect and use pupil information under the Education Act 1996.

We also need to use sensitive personal data called “special category data” which requires more protection to keep it safe. This is often information you would not want to be widely known and is very personal to you. It includes: -

- Religious beliefs
- Ethnicity
- Language
- Country of Birth
- Nationality
- Service Child Indicator

The legal reason for us to collect and use this personal information is:

- to perform our statutory duties and it is required by law
- for reasons of public interest

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. It is possible for parents to refuse to provide data on nationality and country of birth, please contact us if you wish to discuss this.

6.1 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.

Department for Education (DfE)

We share pupil 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.

The Local Authority

We share pupil data with the local authority on a statutory basis. There are several acts and regulations that require the share of data between schools and the local authority including.

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education (Pupil Registration) (England) Regulations 2006
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Registration) (Amendment) (England) Regulations 2016
- Education Act 2002, as amended by the Education Act 2011.
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.
- Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014.

The local authority also provides information to the Health Service on behalf of the school. Where-ever possible data is anonymised before sharing.

6.2 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>.

6.3 The National Pupil Database

The National Pupil Database (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 the 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
- 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 the DfE: <https://www.gov.uk/contact-dfe>

7. Who 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)
- Catering and Free School Meal Providers
- School Nurse (inoculations)
- Delta Education Trust (our academy Trust)

We may also share basic pupil data with the following in order to set up

- Teaching & learning websites for pupils to use at home (for example Tapestry)
- Text messaging service for parents (Arbor)
- School Photo service
- Pupil tracking software
- MIS (Arbor software)

8. CCTV

By using CCTV systems, the school collects, stores, and uses static or moving images of individuals located in the surveillance areas. The school may be able to do identify those individuals by using other existing information. The school operates CCTV for the following purposes:

- for safeguarding children, parents/carers, visitors and staff
- for the prevention and detection of crime

Our lawful basis for processing your personal data is article 6(1) (e) and 6(1)(f) respectively:

6(1)(e) 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 - Safeguarding children

6(1)(f) Processing is necessary for the purposes of legitimate interests-prevention and detection of crime

- Your information will only be made available to school employees where there is a need to investigate the recording. Only employees authorised by school management may have access to this footage.

- We will only share CCTV footage with other agencies where there is a lawful reason to do so-for example to share with the police for the purposes of crime prevention or to assist in locating an absconding pupil
- Data will only be held for one month and all information that the school holds is held in the UK

9. 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 Mr Simon Churchill, Data Protection Lead at the school address given below. For most of the year, we aim to provide this information in a timely manner, but during school holidays this may become more difficult.

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
- 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 using the contact details below.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

10. How to contact us for further information

If you have a concern about how we are using your information, we would ask you to contact us:

Our Data Protection Lead is our Business Manager, Mr Simon Churchill, who can be contacted through the school address, which is Winton Primary School, Oswald Road, Bournemouth BH9 2TG

Or, by email through Office@wintonprimary.bournemouth.sch.uk

Or by telephone 01202 513988

Our Data Protection Officer role is fulfilled by Handsam Limited, who may be contacted at 6, Regents Court, Far Moor Lane, Redditch, Worcestershire B98 0SD or by email at info@handsam.co.uk.

Information Commissioner

For further information about Information Rights legislation, please contact the Information Commissioner's Office at www.ico.org.uk or by telephone 0303 123 1113.