

# MEADOW VALE PRIMARY SCHOOL



## GDPR Privacy Notice

## **Meadow Vale Primary School**

### **Introduction**

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, Meadow Vale Primary School, collect, store and use personal data about **pupils** and **parents/carers**, as their primary care-givers and protectors.

The name of our Data Protection Officer (DPO) can be found on the Meadow Vale website ([www.meadowvaleprimary.co.uk](http://www.meadowvaleprimary.co.uk)).

Where pupil data is referenced, this will include all parent/carer data connected with that child.

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

Meadow Vale Primary School is the data controller of the personal information you provide to us. This Privacy Notice informs parents what personal data we collect, how it is held and processed and who it is shared with.

The categories of pupil information that we collect, hold and share include but is not restricted to:

- Personal information (such as name, unique pupil number, photograph, address and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, any special educational needs and relevant medical information)
- Attendance information (such as sessions attended, number of absences and absence reasons) and any exclusion information
- Assessment information
- Information regarding pupils' welfare
- Where pupils go after they leave our school
- Parental arrangements (adoption/fostering/special guardianship/court orders)
- Parental NI numbers in respect of 30 hours childcare and free school meal eligibility

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare

- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Meadow Vale Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use pupils' personal information under section 537A of the Education Act 1996, Section 83 of the Children Act 1989 and the Education (Pupil Registration)(England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c), (d) and (e) and Article 9(2)(b) of the General Data Protection Act 2018

- To comply with a legal obligation
- To enable the school, as a public authority, to perform a task in the public interest and carry out its official functions
- To safeguard the fundamental rights and interests of an individual

We may also process pupils' personal data when:

- We have obtained consent to use it in a specific way.

Where we have obtained consent to use pupils' personal data for a specific purpose, this consent can be withdrawn at any time. This will be made clear when we request consent and we will also explain how consent can be withdrawn.

### **Collecting pupil 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 data**

We hold pupil data electronically and as paper records. Information is held for as long as the pupil is on roll at our school. Personal data may be held longer to comply with our legal obligations (please refer to the School Records Management Policy which is available on request from the school office).

Who we share pupil information with

We routinely share pupil information with:

- The pupil's guardians
- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Medical agencies (NHS)
- Assessment providers
- Curriculum software providers
- On-line communication software providers

GDPR Privacy Notice: Sept 2020

- School photographer
- Catering Contractor
- Extra curricular activity providers employed by the school

### **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>

### **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:

GDPR Privacy Notice: Sept 2020

- 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 the headteacher.

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/>

We take all complaints seriously seriously. Please refer to the Complaints Policy available on the school's website.

### Contact

If you would like to discuss anything in this privacy notice, please contact the headteacher.

[head@meadowvaleprimary.com](mailto:head@meadowvaleprimary.com)