Privacy Notice for Pupils and their Families

Schools are required to inform pupils and their families about how their personal data may be collected and used. 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 their families.

Who processes your information?

We, Sandbrook Primary School, Stavordale Road, Moreton, Wirral, CH46 9PS are the 'data controller' for the purposes of data protection law.

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please contact them on the information below: -

Data Protection Officer: Gaynor Hudson
Company: Techease Total Solutions Limited
Address: 166 Banks Road, West Kirby, Wirral, CH48 0RH
Email: enquiries@techts.co.uk (general enquiries) or dpo@techts.co.uk (DPO)
Telephone: 0151 558 1260

Our in-house data protection contact is Ms Temple (see 'Contact us' below).

Why do we collect and use your information?

Sandbrook 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 personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists (Early Years; 3 year olds)
- Assess the quality of our services, for example
    - To contact families for participation in surveys about our school and the services we offer
- For marketing purposes from
    - Sandbrook Primary School - to keep you updated on news, events, activities and services running at Sandbrook Primary School
    - Selected organisations who offer 'out of school' clubs, holiday provision, details on 'what's on' locally
- Comply with the law regarding data sharing

Which data is collected?

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, emergency contacts, date of birth, identification documents
- Parent/Carer contact details including, were necessary, their dates of birth and National Insurance Numbers
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as gender, ethnic background, eligibility for free school meals, or special educational needs
- Behaviour and Exclusion information
- Details of any medical conditions, including physical and mental health
- Details of any food allergies or foods not eaten due to religious/cultural reasons
- Accident and Incident reports
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Collecting this information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, the NHS and the Department for Education.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Retention and Destruction Policy sets out how long we keep information about pupils.

If you would like to obtain a copy of our Retention and Destruction Policy, please ask at reception or download it from our school website.

Will my information be shared?

The school is required to share pupils' data with the Department for Education (DfE) on a statutory basis. This 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.

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it
- The pupil's family and representatives – to meet our legal obligations to share certain information with them, such as medical or safeguarding concerns and exclusions
- Educators e.g. other schools and examining bodies – to meet our legal obligations to share certain information with them, such as special educational needs or when moving schools
- Our regulator, e.g. Ofsted – to meet our legal obligations to share certain information with them
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable them to provide the service we have contracted them for / to meet our legal obligations to share certain information with it
- Central and local government – to meet our legal obligations to share certain information with it
- Our auditors – to meet our legal obligations to share certain information with them
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Health authorities and the local school nursing team – to meet our legal obligations to share certain information with it, such as medical or safeguarding concerns and exclusions
- Security organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as health and safeguarding concerns and exclusions
- Professional advisers and consultants – to meet our legal obligations to share certain information with it, such as health, medical and safeguarding concerns and exclusions
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies, e.g. legal representatives, educational psychologists – to meet our legal obligations to share certain information with them

National Pupil Database

We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights?

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents/carers also have the right to make a subject access request with respect to any personal data the school holds about them.

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Sandbrook Primary School uses your personal data.
- Request access to the personal data that Sandbrook Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Ms Temple our in-house Data Protection contact.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer (details above).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our in-house data protection officer:

- Ms Claire Temple, 0151 677 3231 / schooloffice@sandbrook.wirral.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our GDPR Data Protection Policy.