

# Bishop Perrin Church of England Primary School

## Privacy Note for Parents Policy

Statutory Policy



*Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.*

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## 1 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 collect, store and use personal data about **pupils** and their **families**. It also sets out how a Subject Access Request (SAR) can be made. This Privacy Notice should be read in conjunction with the school's Data Protection Policy.

We, Bishop Perrin CE Primary School, are the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Ivy Sy, our HR Officer.

## 2 THE PERSONAL DATA WE HOLD

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

- Names, addresses, date of birth
- Contact details, contact preferences
- Ethnicity, languages spoken, preschool experience, religious denomination
- Eligibility for free school meals, or special educational needs
- Parent's National Insurance Number
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion and behavioral information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

## 3 WHY WE USE THIS DATA

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To deal appropriately with any medical conditions
- Safeguarding

## **4 OUR LAWFUL BASIS FOR USING THIS DATA**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with our statutory obligations
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **5 COLLECTING THIS INFORMATION**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **6 HOW WE STORE THIS DATA**

We store personal information about pupils while they are attending our school securely and in line with data protection regulations. We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. At Bishop Perrin School, we follow the retention guidelines as laid out in the *Information and Records Management Society's Toolkit for Schools*. This sets out how long we keep information about pupils.

## **7 DATA SHARING**

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

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.

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

- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

## **8 NATIONAL PUPIL DATABASE**

We have a statutory requirement to provide information about pupils to the Department for Education as part of 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.

## 9 TRANSFERRING DATA INTERNATIONALLY

We will not transfer your data to countries outside the European Economic Area which do not comply with data protection law.

## 10 PARENTS AND PUPILS' RIGHTS REGARDING PERSONAL DATA

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

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
- 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.

If you would like to make a request 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 our DPO.

## 11 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
- 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 DPO.

## 12 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 DPO.

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

## 13 CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**, Satswana Limited. Email: [admin@satswana.com](mailto:admin@satswana.com)

Our Data Protection Manager is Ivy Sy and she can be contacted via the school office: [info@bishopperrin.richmond.sch.uk](mailto:info@bishopperrin.richmond.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.*