

# **GDPR PRIVACY NOTICE**

*For Pupils and their Parents/Carers of*

## **Pheasey Park Farm Primary School & Early Years Centre**

### **Who processes your information?**

Pheasey Park Farm Primary School & Early Years Centre are the data controllers of the personal information you provide to us. This means we are responsible for deciding how information you provide about yourselves or other people is used. We refer to your information as “personal data” and when we use your information in different ways, this is called “processing”. The Data Protection Act 2018 (General Data Protection Regulation) outlines how personal data should be protected and used appropriately by organisations.

In some cases and only where necessary, your personal data will be shared with other people, organisations or companies. Where this is necessary, we are responsible for ensuring that the same data protection standards are upheld by other organisations involved in processing your personal data.

If sharing your personal data is not mandatory but may be required for you, or your child to engage with additional services or take part in school events, we will seek your permission (consent) prior to sharing.

This Privacy Notice explains how your personal data is used.

### **The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, nation Insurance numbers, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- images (such as photographs and CCTV images)
- special educational needs (including statutory assessment and review)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- statutory assessment and attainment (such as Early Years, Key Stage 1 and 2 and phonics outcomes)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and images

### **Why do we collect and use your information?**

Pheasey Park Farm Primary School & Early Years Centre hold the right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous early years settings, schools, local authorities and / or the DfE. We collect and use

personal data in order to meet legal requirements and legitimate interests set out in the Data Protection Act 2018 (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 2011
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2017
- Keeping Children Safe In Education (statutory guidance) 2020

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

- To support provision of childcare support
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

Whilst the majority of the personal data you provide to the school and children's centre is mandatory, some is provided on a voluntary basis. We will inform you whether you are required to provide this data or if your consent is needed.

Where consent is required, we 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.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Identifiers (including National Insurance Number) to assess eligibility for free school meals and additional pupil funding
- Financial information, e.g. account and transactional information for school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

### **How long is your data stored for?**

Personal data relating to children, pupils and their families is processed in line with our Data Protection Policy.

In accordance with the Data Protection Act 2018, the school does not keep personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We use the Information Records Management Society guidance on retention of records to inform how long we keep records that contain personal information.

We will also retain personal data in the form of images, registers and examples of work for the purposes of archiving and as a historical record of school life. This information may later be published in school literature, displays or external media. In this case, the personal data we retain will be proportionate and limited to what is necessary.

### **Will my information be shared?**

We are required to 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 the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2017.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### **Why we regularly 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. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Department of Education
- Other Government agencies
- Walsall Council and its agencies
- The NHS and other health professionals (School Nursing, Dental Services)
- The providers of our management information systems (SIMS, Family)
- The provider of sports coaching in school (Sports Plus)
- The provider of our safeguarding system (CPOMS)
- The providers supporting our online learning platform (CC4, RM Unify, eservices)
- The providers of our IT support (Joskos)

### **What are your rights?**

The Data Protection Act 2018 provides individuals with rights to help inform and protect how we use your personal information.

These include your right to:

- Request access to the personal held by either the Primary school or Early Years Centre
- 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
- 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

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

## Where can you find out more information?

For more information about the Department of Education'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 of Education has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

To contact the DfE: <https://www.gov.uk/contact-dfe>

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>

## 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 our Data Protection Officer using the details below.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 our Data Protection Officer :

via email at [postbox@pheasey.org.uk](mailto:postbox@pheasey.org.uk)

or by writing to **Pheasey Park Farm Primary School and Early Years Centre, Wimperis Way, Great Barr, Birmingham, B43 7DH**