



Onslow Infant School Privacy Notice

(How we use pupil information)

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

- Personal information (such as name, date of birth unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Behaviour information
- Exclusions information
- Special educational needs information
- Safeguarding information
- Photographs

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

The lawful basis on which we use this information

We collect and use pupil information when the law allows us to. Most commonly we process it:

- Where we need to comply with legal obligation (e.g. as required by the Department for Education)
- We need to perform an official task in the public interest

Less commonly we may also process pupil's personal data in situations where

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

Where we have obtained consent to use pupils' personal data this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 personal data overlap, and there may be several grounds which justify our use of this data.

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 for the duration of time the pupil is on roll or longer if statutory retention periods require us to do so.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority, including Surrey Commercial Services
- The Department for Education (DfE)
- TUCASI
- Parentmail
- Educater
- School Cloud System
- Health and Social Welfare organisations
- Professional advisors and consultants
- Police forces, courts and tribunals

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>. A description of the National Pupil Database is contained at the end of this document (page 5)

In addition to pupil Data we also collect and hold and share

Information on individuals with parental responsibility

Including their name, telephone number, email address and postal address. The lawful basis on which we collect this information is to comply with legal obligation, to perform an official task in the public interest, or by consent. The information is stored for the duration the associated pupil is on roll or longer if statutory retention periods require us to do so.

We also collect and hold but do not share

Additional Emergency Contacts Details

Including their name and telephone number. The lawful basis which we use to collect this information is to perform an official task in the public interest. This data is not shared and is only held whilst the pupil is on roll.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right make a 'subject access request' to gain access to the personal information that the school holds about them. To make a subject access request for your personal information or on behalf your child if they are not mature enough to understand their right to their own data (usually under the age of 12), contact our data protection officer: Amanda Pardoe, Deputy Head

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 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 a the right for their personal information to be transmitted electronically to another organisation in certain circumstances

Parents also have the legal right to access their child's **educational record**. To request access please contact Amanda Pardoe, Deputy Head

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

info@onslow.surrey.sch.uk

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:

- 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>