



Privacy Notice and General Data Protection Regulation (GDPR)

South Molton United C of E Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. i-West acts as the representative for the school with regard to data controller responsibilities; they can be contacted on:

01225 395959 i-west@bathnes.gov.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share the data. Where the school outsources data to a third party processor, the same data protection standards that South Molton United C of E Primary School upholds are imposed on the processor.

i-West are our data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on:-

01225 395959 i-west@bathnes.gov.uk

Why we collect and use this information

South Molton C of E 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 for their previous school, LA and/or 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
- Regulation 5 of The Education (Information About Individuals Pupils) (England) Regulations 2013.

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

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

to comply with the law regarding data sharing

to safeguard pupils

We share pupil information with third party providers who provide services to the school such as trip providers, educational software providers for the benefit of the children's education, their safety and well-being and as part of our curriculum offer.

Which data is collected

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – eg national curriculum assessment results
- Special educational needs information (SEND)
- Relevant medical information
- Behavioural information – eg number of temporary exclusions

The lawful basis on which we use this information

We collect and use pupil information under:-

- Article 6 and Article 9 of the GDPR
- In the public interest to deliver a public task, which is underpinned by
 - Education Act 1996
 - Regulation 5 of The Education (Information About Individuals Pupils) (England) Regulations 2013.

On occasion we also use consent as a basis for processing data on pupils, where we do this we will inform you and seek your consent in order to proceed.

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

South Molton United C of E Primary school keep information about pupils on computer systems and also sometimes on paper.

Personal data relating to pupils at South Molton United C of E Primary school and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal; data indefinitely; data is only stored for as long as it is necessary and in line with our retention policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS (school nurses)
- third party providers who provide services to the school such as trip providers, educational software providers. These providers are governed by GDPR, the data shared will only be what is necessary for the purpose and will only use pupil data for the intended purpose and will not store it for longer than necessary for the purposes defined by the agreement.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless we have a legal basis 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:

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 School Office.

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:

The School Office staff who will take details of your query and pass it on to the school's Data Protection Officer.

Privacy Notice Declaration

Declaration

I _____, declare that I understand:

South Molton United C of E Primary School has a legal and legitimate interest to collect and process my personal data

How my data is used

- The school may share my data with the DFE, NHS, and LA
- Third party providers who provide services to the school such as trip providers, club providers, educational software providers.
- The school will not share data with other third parties without my consent, unless the law requires the school to do so.
- The school will ask consent where this is required, and I must provide this consent if I agree to the data being processed.
- I understand that consent can be withdrawn at any point by contacting the school office.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of personal data.
- Where I can find out more information about the processing of my personal data

Signed.....

Date.....