

# **Privacy Notice for Pupils and their Families**

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Monkton Infants 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. The Headteacher acts as a representative for the school with regard to its Data Controller responsibilities; she can be contacted on (0191) 4561917 or [caskwith@monktoninfants.org.uk](mailto:caskwith@monktoninfants.org.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 your data. Where the school outsources data to a third party processor, the same data protection standards that Monkton Infants School upholds are imposed on the processor.

Mr Bryan Chapman is the Data Protection Officer. His 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 at [bryan.chapman@chapmandis.co.uk](mailto:bryan.chapman@chapmandis.co.uk).

## **WHAT DATA WE COLLECT AND PROCESS**

- Personal information (such as name, unique pupil number and address, adult emergency contact information)
- Parent/Carer information (such as name, contact details, Free School Meal registration data)
- Characteristics (such as free school meal eligibility, Pupil Premium Information)
- Special Categories (such as Ethnicity, Language, Nationality, Country of birth & Religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (Special Category Data)
- Special Educational Needs information
- Exclusions and Behavioural information
- Financial Information (such as dinner money transactions, trip transactions)

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. This will be via the pupil permission sheet that you are requested to complete upon your child's entry to the school.

## **WHY WE COLLECT AND PROCESS PERSONAL DATA**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- to comply with the law regarding data sharing
- Financial audits
- Provide a rewards structure
- Track how well the school is performing as a whole

## **LAWFUL BASIS FOR PROCESSING PERSONAL DATA**

We collect and use pupil information under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018.

## **RETENTION**

We hold pupil data if it is lawful for us to do and only for as long as legally required. Any data that we are no longer required to hold lawfully is securely disposed of in accordance with the school's Data Retention Schedule.

## **WHO WE SHARE PUPIL DATA WITH**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Medical information as appropriate/necessary with the NHS
- Third party companies/partners who are assisting the school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

## **WHY WE SHARE PUPIL DATA**

- 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 the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- We share data with schools that your child attends after leaving us to assist with the school transition process.
- We share data with third party companies/partners who may require this information to assist the school.
- We share pupil data with the NHS when appropriate to assist with medical needs of children within the school.

## **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 Mr Bryan Chapman (Data Protection Officer) using the details provided at the end of this document. ICO guidelines state that you must have a valid reason for requesting this data. You are not entitled to the information simply because you are interested. Please see the schools GDPR policy for further information.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Access
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, restrict processing, erased or destroyed
- Data portability
- Claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent for special categories by requesting a new pupil information sheet

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 Data Protection Officer by e-mail (below), or contact the school who will pass your details to the data protection officer.

*Bryan Chapman (Data Protection Officer)*  
*Chapman Data and Information Services Ltd*  
*bryan.chapman@chapmandis.co.uk*