



St Mary's Church of England Primary School

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5th February 2018

Privacy Notice for Parents of Pupils at St Mary's CE Primary School

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How we use pupil information

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you from admission forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets or inside the school.
- We may take photographs or videos of you at school events to use on social media (Twitter) and on the school website. This is to show prospective parents and pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school. We ask all parents to sign an agreement for this and will not use images of any children who do not have this agreement in place.
- We may send you information to keep you up to date with what is happening at the school, e.g. by sending you information about events and activities taking place (including fundraising events) and the school newsletter.

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

- Personal information (such as name, unique pupil number and address)



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- 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 data (Reception end of year data, Year 1 and 2 phonics screening check data, Year 2 end of year teacher assessments and Year 6 end of year SATs and teacher assessments) is all shared with Slough local authority and the Department for Education.
- Medical information (such as asthma records, medicines to be taken).
- Accident information (such as a report which would be completed if an accident occurred resulting in serious injury)
- Special Educational Needs will be shared across agencies to support the child in school or on transfer to another school)
- Exclusion data and other behavioural information is logged on the school information management system (SIMS) and transferred to any new school the pupil may attend.
- Safeguarding information is kept on a system called 'Child Protection Online Monitoring System' (CPOMS) and transferred as the child moves school.

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
- to comply with the law regarding data sharing
- to comply with the law regarding safeguarding

The lawful basis on which we use this information

We collect and use pupil information under:

- Data Protection Act 1998 (until 25th May 2018)
- Schedule 2(5)(b) - The processing is necessary for the exercise of any functions conferred on any person by or under any enactment
- Schedule 2(5)(d) – The processing is necessary for the exercise of any other functions of a public nature exercised in the public interest by any person
- Schedule 3(7)(b) - The processing is necessary for the exercise of any functions conferred on any person by or under any enactment
- General Data Protection Regulation (EU) 2016/679 (from 25th May 2018)
- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest

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 period of time as specified within the guidelines specified in the 'Records Management Toolkit for Schools' v5 2016

With whom we share pupil information

We routinely share pupil information with:

- schools that pupils attend after leaving us
- the local authority
- the Department for Education (DfE)

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>.

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



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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 Mrs Stephanie Quick on 01753 534791

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: Mrs Stephanie Quick on 01753 534791

Yours sincerely

Mrs R. Cross

Headteacher

