



Furze Field Primary School

Privacy Notice for Parents & Carers

May 2018

Version 1.1

(GDPR Compliant)

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Furzeffield Primary School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- a) Contact details, contact preferences, date of birth, identification documents such as name, unique pupil number, telephone numbers and address;
- b) Results of internal assessments and externally set tests;
- c) Pupil attainment (such as key stage 1 and phonics results and other relevant results);
- d) Pupil and curricular records;
- e) Personal characteristics, such as age, gender, religion, ethnic background and dietary requirements;
- f) Details relating to eligibility for free school meals, special educational needs (including the needs and ranking), pupil premium and looked-after-child information;
- g) Behaviour and Exclusion information including any relevant alternative provision put in place;
- h) Details of any medical conditions, including physical and mental health, dental health, allergies, and medication;
- i) Details of medical administration such as doctors surgery details including address and telephone number;
- j) Attendance information, such as sessions attended, number of absences and reason for absence;
- k) Safeguarding information, such as court orders and professional involvement;
- l) Accident reporting;
- m) Consent information relating to permission for photographs, activities and school trips;
- n) Details of any support received, including care packages, plans and support providers;
- o) Photographs; and
- p) School admission information.

This list is not exhaustive however the current, and most recent, privacy notice can be found on the school website.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Assess the quality of our services
- e) Administer admissions waiting lists
- f) Carry out research

- g) Protect pupil welfare
- h) Comply with the statutory duties placed upon us

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly:

- for the purposes of (a), (b), (c), (d), (e) & (f) in accordance with the legal basis of Public Task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (g) in accordance with the legal basis of Vital Interests: to keep children safe (food allergies or medical conditions)
- for the purposes of (h) in accordance with the legal basis of Legal Obligation: data collected for Department of Education census information
 - Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information) (England) Regulations 2007
 - regulations 5 and 8 of School Information (England) Regulations 2008
 - the Education (Pupil Registration (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a,b,c and d of GDPR – Article 9.

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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We obtain pupil information via the registration process at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

This can be requested from the School Business Manager and is based on the guidance shown on pages 37 to 56 of the [Information and Records Management Society's toolkit for schools](#)

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- a) *Our local authority (Surrey County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;*
- b) *The Department for Education;*

- c) *The school that the pupil attends after leaving us;*
- d) *The pupil's family and representatives;*
- e) *Educators and examining bodies;*
- f) *Our regulator, e.g. Ofsted;*
- g) *Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. E-learning);*
- h) *Central and local government (e.g statutory returns);*
- i) *Our auditors (e.g number of pupils eligible for Free School Meals);*
- j) *Health authorities (e.g. safeguarding concerns);*
- k) *Health and social welfare organisations (e.g. safeguarding concerns);*
- l) *Professional advisers and consultants (e.g. safeguarding concerns);*
- m) *Charities and voluntary organisations (e.g. when making bids for grants or applying for funding for subsidising school trips); and*
- n) *Police forces, courts, tribunals (e.g. a legal requirement).*

Department for Education

We are required to share information about our pupils with the Department for Education either directly or via our local authority for the purposes of data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by the Department for Education under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section below.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- a) Give you a description of it
- b) Tell you why we are holding and processing it, and how long we will keep it for
- c) Explain where we got it from, if not from you or your child
- d) Tell you who it has been, or will be, shared with

- e) Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- f) Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer on dpo@furzefield.surrey.sch.uk.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- a) Object to the use of personal data if it would cause, or is causing, damage or distress
- b) Prevent it being used to send direct marketing
- c) Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- d) In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- e) Seek redress, either through the Information Commissioner's Office, or through the courts.

To exercise any of these rights, please contact the Data Protection Officer on DPO@furzefield.surrey.sch.uk.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer on dpo@furzefield.surrey.sch.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- f) Report a concern online at <https://ico.org.uk/concerns/>
- g) Call 0303 123 1113
- h) Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer via dpo@furzefield.surrey.sch.uk.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond 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>

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education with any further questions about the NPD, please visit <https://www.gov.uk/contact-dfe>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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