

Hampton Lucy C of E Primary School and Nursery

Privacy Notice for Parents and Pupils How we use your information

Who are we?

Hampton Lucy C of E Primary School and Nursery is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Hampton Lucy C of E Primary School and Nursery is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z5643882.

You can contact the school as the Data Controller in writing at:
Church Street, Hampton Lucy, Warwick CV35 8BE or admin3031@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number, home address and family links.
- 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.
- Educational information including records of work and achievement, assessment results, relevant medical and dietary information, details of pupils' special educational needs, exclusions/behavioural information and previous schools/settings attended.
- Contact information for parents, carers and other emergency contacts, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Photographs and videos of pupils' learning and achievements

Why do we use personal information?

We use pupil data:

- to get in touch with parents/carers when we need to
- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that **ONE** of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (LA)
- the Department for Education (DfE), The Standards and Testing Agency (STA) and Ofsted
- NHS
- SEND service providers (SEND Supported)
- Social welfare organisations Compass (School Nurse), Multi-Agency Safeguarding Hub (MASH), Attendance Compliance and Enforcement Service (ACE)
- Teaching, Learning and experiences (Welearn – ICTDS, Spag.com, Warwickshire Music and external co-ordinators for sport and music, PGL)
- School administrative applications (Evolve Educational Visits Portal, Coolmilk, Educaterers)

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

What do we do with your information?

All personal information is held in our school management information system (SIMS) in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:
<https://irms.org.uk/page/SchoolsToolkit>

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.

What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. Requests for your personal information, or to have access to your child's educational record, can be made in writing or verbally and can be sent either to the Data Protection Officer, a member of staff or Governor.

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

Please ensure you specify which school your request relates to.

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in May 2019

Table 1 – Personal information we are required to process to comply with the law

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Date of Birth	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Gender	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Address	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Family Contact Details	Education Regulation 2006	-	LA, MASH, ACE, Child's new school	Legal Obligation
Family Links (Siblings)	Children Act 2004	-	LA, MASH, ACE, Child's new school	Legal Obligation
Pupil SEN and Disability Records	Education Regulations 2013	-	DfE, STA, LA, MASH, Child's new school	Legal Obligation
Free School Meals Eligibility	Education Regulations 2013	-	DfE, STA, LA, MASH, Child's new school	Legal Obligation
Unique Pupil Number	Education Regulations 2013	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Year Group	Education Regulations 2013	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Admission Date	Education Regulation 2006	-	LA, Child's new school	Legal Obligation
Pupil First Language	Education Regulations 2013	-	DfE, LA, Child's new school	Legal Obligation
Previous School Settings Records	Education Regulation 2006	-	LA, Child's new school	Legal Obligation
Attendance	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation

Pupil Ethnicity	Education Regulations 2013	Data subject has given explicit consent	DfE,, LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Religion	-	Data subject has given explicit consent	DfE, LA, MASH, ACE, Child's new school	Legal Obligation
Exclusions	Education Act 2002	-	LA, MASH, ACE, Child's new school	Legal Obligation
Safeguarding Information and Records	Children Act 2004	-	LA, MASH, ACE, Child's new school	Legal Obligation
Pupil Curriculum Assessment Information	Education Regulation 2006	-	DfE, STA, LA, MASH, ACE, Child's new school	Legal Obligation
Child Looked After Status	Education Regulations 2013	-	DfE, STA, LA, Child's new school	Legal Obligation
Service Children Status	Education Regulations 2013	-	DfE, STA, LA, Child's new school	Legal Obligation
Court Order	Children Act 2004	-	MASH, Child's new school	Legal Obligation

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Dietary needs	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of consent	Educaterers, Emergency Services, PGL	Vital Interests
Pupil Medical needs	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of consent	Emergency Services, PGL	Vital Interests

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs and Videos	-	Website, Facebook, The Grapevine	Consent
Use of Internet	-	-	Consent
Country of Birth	Racial or ethnic origin Data Subject has given explicit consent.	-	Consent
Religion	Racial or ethnic origin Data Subject has given explicit consent.	MASH, ACE	Consent
Early Help	-	MASH, Child's New School	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	-	Educaterers, Welearn(ICTDS), Spag.com, Coolmilk, The Friends, Compass, SEND Supported,	Public Task
Pupil Date of Birth	-	Welearn(ICTDS), Spag.com, Coolmilk, The Friends, Compass, SEND Supported,	Public Task
Pupil Gender	-	Compass, SEND Supported	Public Task
Mother/Father Priority Contact Name, telephone numbers and email address	-	Compass, SEND Supported	Public Task
Family Links (Siblings)	-	The Friends, SEND Supported	Public Task
Pupil Year Group	-	Educaterers, Welearn(ICTDS), Spag.com, Coolmilk, The Friends, Compass, SEND Supported	Public Task

Class (past and present)	-	Educaterers, Welearn(ICTDS), Spag.com, Coolmilk, The Friends, Compass, SEND Supported	Public Task
Teacher (past and present)	-	Compass, SEND Supported, The Friends	Public Task
SEND	-	Compass, SEND Supported	Public Task
FSM/Pupil Premium Eligibility	-	Educaterers,, Coolmilk, SEND Supported	Public Task
Unique Pupil Number	-	SEND Supported	Public Task
Admission Date	-	SEND Supported	Public Task
Attendance	-	SEND Supported	Public Task
Dietary Needs	-	Educaterers, Compass	Public Task
Medical Needs	-	Compass, SEND Supported	Public Task
Medical Practice	-	-	Public Task
Ethnicity	Data subject has given explicit consent	-	Public Task
Pupil First Language	-	SEND Supported	Public Task
School Meals Choice	-	Educaterers	Public Task
Modes of Travel to School	-	-	Public Task
Pupil Awards	-	-	Public Task
Pupil Curriculum Assessment Information	-	SEND Supported	Public Task
Child Looked After Status	-	SEND Supported	Public Task
Service Children Status	-	-	Public Task