



## **ALVERSTOKE INFANT SCHOOL PRIVACY NOTICE**

### ***How we use personal information about pupils***

**Alverstone Infant School is the Data Controller for the use of personal data in this privacy notice.**

#### **Why do we collect and use pupil personal information?**

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- 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 and how well our school is doing;
- to keep children safe (food allergies, medical conditions/administration or emergency contact details);
- statistical forecasting and planning;
- to comply with the law regarding data sharing and meet the statutory duties placed upon us for DfE data collections.

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs information (including the needs and ranking)
- Relevant medical information and administration (such as doctors information, child health, dental health, medical conditions, allergies, food intolerance, dietary requirements, healthcare plans)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as Key Stage 1 and phonics results)
- Modes of travel
- Permission for trips and activities
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

## **The legal basis for processing**

The General Data Protection Regulation (GDPR) allows us to collect and use pupil information where:

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) that processing is necessary for compliance with a legal obligation to which we are subject;
- (c) that processing is necessary in order to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) that processing is for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In addition, concerning any special category data:

- (a) where the data subject has given explicit consent to the processing of personal data for one or more specified purposes;
- (b) where processing is necessary for reasons of substantial public interest;
- (c) where processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, the Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

## **Collecting pupil personal information**

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

## **Storing pupil personal data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please view the Hampshire schools record retention schedule.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving Alverstoke Infant School
- our Local Authority – Hampshire County Council
- other local authorities – when pupils transfer out of county
- Children's Services
- the Department for Education (DfE)
- Health professionals (such as school nursing team, educational psychologist, speech and language, behaviour support, CAMHS, EMTAS)
- SEND professionals or educational settings
- local Children's Partnership for more vulnerable children
- other schools if pupils transfer mid-year

## Why we share pupil information

We do not share personal 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 (DfE) and the pupil information we share with them (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 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, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly one 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/dfе-external-data-shares>

## **Requesting access to your personal data**

Under the General Data Protection Regulation, 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 Data Protection Officer on 02392 582403 or visit the school office.

You also have the right to, subject to some limitations 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
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern or complaint 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/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer on 023 9258 2403 or [adminoffice@alverstoke-inf.hants.sch.uk](mailto:adminoffice@alverstoke-inf.hants.sch.uk)