



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

## **Norwood Primary School 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' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils.

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

- Personal information (such as name, unique pupil reference number and address)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Results of internal assessments and externally set tests
- Details of any medical conditions, including physical and mental health
- Special Educational Needs information; details of any support received, including care packages, plans and support providers
- Safeguarding and child protection information
- Exclusion/behavioural information
- Personal details about a pupil's parent/carers and or other relatives, such as name, contact details, relationship to the child
- Dinner money information
- Secure email communication with external agencies (health and social services)

### **Why we collect and use this information**

We use this data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- protect pupil's welfare and ensure safeguarding
- assess the quality of our services
- comply with the law regarding data sharing
- share data for statutory inspections and audit purposes
- communicate with priority 1 & 2 contacts
- to provide essential information to appropriate 3rd parties – including health, social services etc.



## The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 8 (1)(2) Recital (38)
- Article 6 (1)(a)-(f), and Article 9 (GDPR) – from 25 May 2018
- Article 5 (6) Principles – from May 2018

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting pupil information

While the majority of information we collect about pupils is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulations, we will make it clear whether you are required to provide certain pupil information to us or if you have a choice in this.

## 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. Please contact the school office for detailed clarification, if required. GDPR Article 15 1(d).

## Who we share pupil information with

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 share personal information about pupils with:

- Schools that the pupil's attend after leaving us
- Schools attended by siblings of those pupils on role
- Our local authority Peterborough City Council <https://www.peterborough.gov.uk/council/council-data/>
- The Department for Education (DfE)
- Companies that provide residential trips for our pupils, ie. Kingswood and Burwell House (Cambridgeshire County Council)
- Caterlink who we share dietary information with
- Support for Learning who provide our SENDCO support
- NHS to facilitate vaccination programmes taking place in school
- Other organizations that are GDPR compliant and it is deemed necessary



## 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>

## 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 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 to be given access to your child's educational record, please contact the Admin Manager or Finance manager on [office@norwoodschool.co.uk](mailto:office@norwoodschool.co.uk)

You also have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, blocked, deleted 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 us**

If you would like to discuss anything in this Privacy Notice, please contact Mrs Karen Cowing or Mrs Glynis Swift, on 01733 574717 or by email at [office@norwoodschool.co.uk](mailto:office@norwoodschool.co.uk) or, alternatively you can contact the school's Data Protection Officer on [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk).

