



Send Church of England Primary School Privacy Notice

This Privacy notice is for Parent/Carers

The Data Protection Act 2018 provides individuals with 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 this 'privacy notice.' It explains how we collect, store and use personal data about pupils.

We, Send Church of England Primary School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs Charlotte Thomson who can be contacted on 01483 223464 or cthomson@sendcofe.co.uk

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:

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family details.
- Children who are adopted from care, looked after children, under special guardianship
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, Pupil Premium or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps

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

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

- Name
- Contact details, date of birth,
- Copies of identification documents, qualifications and relevant experience
- Details of a Disclosure and Barring Service (DBS) check and/or other safeguarding and suitability checks
- Emergency contact information, and records of volunteer work/hours.

Why we use this data

We use this pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing.

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

We use this volunteer data to:

- Process and record your application to volunteer, including assessing your suitability for the role.
- Meet our legal and statutory safeguarding obligations, including undertaking necessary suitability checks like DBS checks.
- Manage and administer volunteer records, including deployment, training, and supervision.
- Contact you in an emergency.
- Comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

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.

We only collect and use volunteer personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (e.g., our statutory duty to safeguard pupils, which requires us to carry out DBS and suitability checks on volunteers).
- We need it to perform an official task in the public interest (e.g., managing the running of a school).

We may also process volunteer personal data in situations where:

- We have obtained consent to use it in a certain way (e.g., for using a photograph of a volunteer in a school newsletter).
- We need to protect the individual's vital interests (or someone else's interests) (e.g., sharing medical details in an emergency).

Collecting this 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

Children's records are stored securely in paper files and on the school's secure server. 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. We will adhere to the Information Management Toolkit for Schools guidance on retention.

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 the Data Protection Act 2018)

We may share personal information about pupils and volunteers with:

- Our local authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. SATS test papers)
- Our regulators Ofsted, DFE and the ESFA (e.g. pupil data)
- Suppliers and service providers (e.g. sports coaches)
- Central and local government (e.g. attainment)
- Health authorities (e.g. immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating schools for moderating purposes
- The Disclosure and Barring Service (DBS) and any third-party vetting services, as required for safeguarding purposes.
- Professional advisers, bodies and consultants (e.g., for legal advice relating to a volunteer issue).

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. 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 how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

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 under the age of 13, 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.

Your other rights regarding your data under data protection law

Individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send 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, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer

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 the school in the first instance. To make a complaint, please contact our Data Protection Officer.

Our data protection officer is Mrs Charlotte Thomson who can be contacted on 01483 223464 or cthomson@sendcofe.vo.uk

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

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

This notice is based on the Department for Education's model privacy notice, amended to reflect the way we use data in this school