



The Southwater Infant Academy

“Growing, Learning and Succeeding Together”

Privacy Notice (How we use pupil information)

The Southwater Infant Academy processes personal information about its pupils and is a ‘data controller’ for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous school.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Statutory assessment results
- Any special educational needs or disabilities information
- Relevant medical information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support pupil welfare
- to protect vulnerable individuals

The lawful basis on which we use this information

We collect and use information about pupils and their parents/carers under Article 6 and, where applicable, Article 9 of the GDPR on one of the following legal bases:

- consent has been given to the processing of the data
- it is necessary for compliance with legal obligations that we have
- it is necessary for the performance of a task carried out in the public interest

- to comply with legal obligations in the field of employment and social security and social protection law
- to protect the vital interests of an individual
- it is necessary for the purpose of legal claims
- for reasons of substantial public interest
- for the provision of health or social care
- for reasons of public interest in the area of health

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 at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold personal data for no longer than necessary in relation to the purposes for which it was collected.

Information will be held in accordance with our school retention schedule, which is based on the guidance contained within the Information and Records Management Society Tool Kit for Schools. Our retention schedule is currently under revision, and will be available on our website when completed. Should you have any queries regarding data retention in the meantime, please contact the academy office.

Photographs

The academy uses photographs or video recordings of pupils for official use, monitoring and for educational purposes. These photographs are used to evidence learning and support teacher assessment as part of our compliance with legal obligations.

Photographs taken for other purposes, such as events appearing in a newspaper, photographs for the academy website etc, will only be used after consent has been obtained.

CCTV

The academy operates CCTV on the academy site as it is considered necessary to protect pupils' safety and/or the academy's property.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

- the NHS
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

Why we share pupil information

We do not share information about our pupils 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 the (DfE) under regulation 5 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>.

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 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 be given access to your child's educational record, contact the academy Office Manager, Mrs Sharon Ashbolt.

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, 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/>

Data Protection Officer

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

Reviewed by the Board of Trustees: February 2020



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