


Stondon Lower School	
Head Teacher: Miss Sarah Woodham	01462 850288

Privacy Notice (How we use pupil information)

Stondon Lower School is the data controller. We collect and use your data and that of your child. This notice explains what we collect, why and how we use it.

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)
- Contact information such as parental and other contact names and telephone numbers for use in cases of emergency
- Relevant medical information
- Safeguarding information, such as court orders, professional involvement and contact with non-resident parents
- Sibling information
- History of previous schools or nurseries attended

In addition to the information we collect from parents/carers, we also record and hold the following information:

- Attendance information such as sessions attended, number of absences and absence reasons
- Assessment information recorded at various assessment capture points during the academic year as well as end of year attainment information such as Phonics outcomes and Key Stage 1 results
- Behaviour information and where relevant, lunch time, fixed and permanent exclusions and any relevant alternative provision

Why we collect and use this information

We use the pupil data:

- support pupil learning
- comply with safeguarding obligations
- record attendance
- monitor and report on pupil attainment and progress
- keep children safe whilst in our care
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data returns and sharing
- provide any additional support

We use parent/carer contact information to:

- email parent/carers for purpose of notification of school events, share pupil school work and various reports relating to the pupil's life at the school
- telephone parents/carers in cases of emergency or other matters relating to the safety of the child
- email parents/carers to notify them of external clubs hosted by school and or local community events.

The lawful basis on which we use this information

We collect and use pupil information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest as an educational setting/school

with the delegated task of educating and safeguarding the children in our care and under a legal obligation which necessitates our school making statutory data returns to the Department for Education (DfE) and the our Local Authority [as described in Article 6, GDPR).

Our school is obliged to make statutory pupil census returns and hold attendance information under the following legislation:

Education Act 1996 – Section 434 (1),(3), (4) & (6) and Section 458 (4) & (5)

Education (Pupil Registration) (England) (Amendment) Regulations 2013

Department of Education Advice on Attendance (Nov 2016)

The special categories of data have been collected through explicit consent from the data subject in support of the specific purposes for which the data is being used in the education and safeguarding of pupils in our care [Article 9, GDPR].

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>

Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why, and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

Collecting Pupil Information

We collect pupil information via registration and student update forms at the start of the school year and Common Transfer Files (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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 and we will tell you what you need to do if you do not want to share this information with us.

In some cases, we will ask you for information on the legal basis of legitimate interest where the information is required to support an educational or safeguarding function (e.g. a parent/carer email address or mobile contact number so that we can contact the parent/carer in an emergency or reasons involving the safety of the child).

The data we collect relating to medical health information is necessary to protect the vital interests of the child so that we can ensure a child's medical needs are properly addressed and catered for.

As a Parent/carer, you cannot decline a data collection but you have right to decline providing Information for self-declared data items by selecting the 'Refused' option e.g. ethnicity.

There are certain personal data items (e.g. photographs) which we collect on the legal basis of legitimate interest. We will ask you for your explicit consent about how these data items can be used if the purpose extends beyond holding the data within our main management information system (e.g. photograph on our school's website). As a parent/carer you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose or use the information in new software, we will ask for your explicit consent to do so.

Storing Pupil 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 visit www.stondonlower.co.uk

Who we share pupil information with

We routinely share pupil information with:

- the school that a pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- support staff

We also provide certain pupil data with other parties that provide a service for our school:

- School Nurse/NHS
- External Professional Services ie. Ofsted, Music, Sports, Counsellors

The majority of our pupil information is processed in our main Management Information System (MIS). However, our school also purchases third party software to help us provide additional functions and services. Certain data held on our main management information system is also shared with third party software providers for the following reasons:

- Assessment software which uses the main pupil information such as name, class, date of birth and some contextual information to help us record attainment and track progress
- Email/Text messaging system software which uses the contact names and telephone numbers used to notify parents/carers of certain events and important notices
- Online payments system which uses our pupil names and classes to link to parent users for the purpose of enabling payments for meals etc

We actively ensure that all of the third party software organisations we share data with comply with the General Data Protection Regulations through their Privacy Notices and Data Sharing Agreements that they share with us.

Why we share pupil information with external parties

We do not share information about our pupils with anyone without consent unless the legal basis for holding and sharing the data allow us to do so.

We share pupil data with the Department for Education (DfE) and the Local Authority on a statutory basis through data collections such as the school census under the following statutes:

Section 573A of the Education Act 1996

Education Act 1996 s29(3)

Education (School Performance Information)(England) Regulations 2007

Regulations 5 & 8 School Information (England) Regulations 2008

Education (Pupil Registration) (England) (Amendment) Regulations 2013

Data collection requirements:

Further information about the data collection requirements placed on our school by the DfE through the school census can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The data shared with the DfE and the local Authority is for the purpose of:

- determining school funding which is calculated based upon the numbers of children and their characteristics in our school
- informing the monitoring of 'short term' education policy such as Pupil Progress measures

- supporting the 'longer term' research and monitoring of educational policy

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Our Local Authority's Privacy Notice relating to **early years pupil information** can be found at <http://www.centralbedfordshire.gov.uk/school/professionals/two-year-old-funding/privacy.aspx>

Requesting access to your personal data

Under GDPR, 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 Angela Phillips - office@stondonlower.co.uk (School Business Manager) or Paula Creighton paula.creighton@sptcompliance.co.uk (Data Protection Officer)

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Angela Phillips – office@stondonlower.co.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **11th May 2021**

Contact

If you would like to discuss anything in this privacy notice, please contact: **Paula Creighton - SPT compliance** paula.creighton@sptcompliance.co.uk (Data Protection Officer)