



# St Nicolas and St Mary CE Primary School

## Privacy Notice – Pupils

Based on WSCC model policy 2018

Approved: March 2018; May 2019, Updated January 2020 and October 2020

Next Review Date: May 2021

*Journey together,  
guided by God,  
to do the best we can.*

### Information about Pupils in Schools and Children in Early Years Settings

#### **The EU General Data Protection Regulation (GDPR)**

On the 25th May 2018 the General Data Protection Regulation (GDPR) became applicable. The Data Protection Act (DPA) 2018 repeals and replaces the DPA 1998.

#### **Data Controller**

St Nicolas and St Mary CE Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6256302).

The Data Protection Officer (DPO) for the school is Hayley Edmondson, School Business Manager.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

#### **The Legal Basis for Processing Personal Data**

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest,

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent.
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provides measures to safeguard the fundamental rights and the interests of the data subject;

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

- Personal information (such as name, unique pupil number and address and contact details, carers' details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- Attendance information such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information
- national curriculum assessment results
- where pupils go after they leave us
- any special educational needs or disabilities as well as relevant medical information
- information relevant to the School Census <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### **How we use information**

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning

- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care;
- provide appropriate services out of school hours;
- provide appropriate services for pre-school children;
- assess the quality of our services;
- process any complaints;
- protect vulnerable individuals;
- the prevention and detection of crime

### **Who we share data with**

We may pass data to:

- the local authority
- schools that a pupil attends after leaving this school or that a child attends at the same time as this school (dual registration)
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

**For further information about who we share with and why please see APPENDIX A.**

### **Retention Periods**

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

### **Photographs**

The School may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

### **CCTV**

The school operates CCTV on the school site as it is considered necessary to provide a safe and secure environment for pupils, staff and visitors, to deter crime to prevent the loss or damage to school property and to assist in identifying, apprehending and prosecuting offenders in the event that a crime is committed.

### **Rights**

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing

6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

### **Withdrawal of Consent**

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

### **Complaints to ICO**

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

## **APPENDIX A**

### **Who we share data with and why**

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.

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>

### Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our pupils to CCG's.

CCG's use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCG's to maintain children's names and addresses for this purpose. CCG's may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

### Local Authority - education and training and health and safety

We are required, by law, to pass certain information about our pupils to local authorities.

We also report to the local authority if any serious accidents take place in school where the child needs to go to A&E in which case we provide child's name and age and details of the accident.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer:  
[FOI@westsussex.gov.uk](mailto:FOI@westsussex.gov.uk)

### Local Authority – social services

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer:  
[FOI@westsussex.gov.uk](mailto:FOI@westsussex.gov.uk)

### Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

### Additional organisations that help us to run our systems

The school subscribes to a number of services provided by other agencies. These organisations need to access our data in order to provide their services. With respect to other agencies, under GDPR the school is the data controller and the agency is the data processor. Details of these organisations, the services they provide and the data we share with them are detailed below. Access to all the software systems listed are securely password protected and there are strict permission levels in place to ensure data is accessed by relevant individuals only. All staff receive training about Data Protection including the importance of password security and the legal requirement to report any data breaches. Privacy Policies for the organisations listed below are available from their websites.

### **Software Systems that support School Management:**

#### Capita SIMS

SIMS is the Management Information System used by the school to securely record, manage and report on the personal data for pupils, parents, staff and outside agencies that is required to run the school. It includes the data parents/carers

provide when their child joins the school and subsequently update, as well as attendance, assessment and other essential data. This information is passed on securely to the next school when the child leaves.

### CPOMS

CPOMS is the market leading software application for monitoring child protection, safeguarding and pastoral and welfare issues. CPOMS allows staff to record and share information with the relevant people to meet the welfare needs of the child. The school shares children's name, class, contact, date of birth, attendance and special category data as part of the initial set up and then it is used to share child protection, safeguarding and behavioural information.

### Classroom Dojo

Classroom Dojo is an online reward system for pupils. To set up the system we share children's first name only.

### Evolve

EVOLVEvisits is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. Pupil data is not added except where details are required as part of the risk assessment.

### FFT Aspire

FFT Aspire is a school assessment system to streamline analysis of pupil progress and attainment. It includes your child's name, UPN, gender, year group and assessment results.

### Groupcall Xporter

Groupcall Xporter provides an integration service between our Management Information System and other software providers to provide secure transfer of data.

### School Fund Manager

Fund Manager is a school fund accounts software package to manage payments received from parents/carers and other sources. It includes children's name and class only.

### sQuidcard Limited

We use sQuid to request and receive payment online and provide them with your child's name, class and year group. As this software also includes a communication module (email) we also provide parental information such as name and address, phone number, email address and certain student groups used by the school to sQuid.

### Target Tracker

Target Tracker is a school assessment system to streamline entry, analysis and sharing of pupil progress and attainment. It includes your child's name, gender, class, year group, free school meal/pupil premium status, levels of SEN and assessment results.

### Teachers2Parents

We subscribe to the **Teachers2Parents** texting and email service and parents evening service. The school provides access to your child's admission number and date, class and year group and any other specific group information collected, first name, surname and parent/carer contact details including priority, parental responsibility and relationship. This will allow the school to use the system to send texts and emails to the parent/carer and other contacts that you provide including group emails and texts to be sent to you according to your child's class, year group etc .

### 2simple Evidence Me

The 2simple2 build a profile app is used to support our Early Years development. Each child has their own profile where we add photos and observations of their learning experiences. Once data has been collected it is uploaded onto the website. Where the 2engage parent's package is used we will also enter parents email details. We obtain separate parent/carer consent for the use of this website

### Wonde

Wonde is a provider of online platforms and APIs (Application Programming Interface) which helps schools securely control the data that is shared with other agencies from our Management Information System e.g. Teachers2Parents.

## **Other Organisations that support School Management:**

### Chartwells

Chartwells provide hot meals for the school. In order to ensure that children's dietary needs can be met the school is required to share children's name, class dietary information and occasionally other information with Chartwells Staff to ensure the welfare of the pupil. Parents will also directly provide data to Chartwells.

### Dawn Jee Photography

Dawn Jee takes individual and group photos of children and staff at the school for sales directly to parents/carers. The school provides them with children's names.

### JSPC

JSPC provide IT support to the school. Although we don't specifically share data with them, technicians do have access to our server in order to provide the technical support that we require.

### Kittle Photography

Kittle Photography takes individual and group photos of children and staff at the school for sales directly to parents/carers as well as for uploading to our Management Information System for management purposes. The school provides them with children's name and class.

### School Nurse and other specialist medical professionals e.g. asthma nurse

To support the provision of healthcare services we provide children's name, year group, class and date of birth, and parents'/carers' name and address to the school nurse.

### Seesaw

Seesaw is remote learning tool. Children log in via a school QR code and can input photos, videos, audio recordings, notes and drawings. The school provides children's first name only.

### Yellow

Yellow takes individual and group photos of children and staff at the school for sales directly to parents/carers as well as for uploading to our Management Information System for management purposes. The school provides them with children's name and class.

### Your Space

Your Space provides therapy and supervision services to pupils and staff at the school. We provide them with sufficient pupil data to enable them to competently fulfill the services we require of them dependent on the individual circumstances of the child. Where the school believes the child will benefit from therapy, consent is sought from parents/carers first.

### **Software Systems that support the Curriculum:**

The school subscribes to a number of software programmes that support children in their learning. These are computer based and we share pupil name, gender, UPN, class and year group to allow logins to be created and for appropriate exercises and targets to be set by those systems. The systems then also save details of exercises your child has completed online. All the sites are password protected and children are educated about the importance of protecting passwords and not sharing logins as part of our eSafety curriculum. These systems include:

- Accelerated Reader: monitoring and encouraging children's independent reading practise [www.renaissance.com/products/accelerated-reader/](http://www.renaissance.com/products/accelerated-reader/)
- Exa Networks: provide the school email service and including internal email addresses for year 6 pupils to meet curriculum requirements
- IXL: Online personalised learning tool to support children in mastering the Maths and English curriculum (added 27/1/20) [uk.ixl.com/](http://uk.ixl.com/)
- Marathon Kids: provides a recording system for running [www.kidsrunfree.co.uk/mk/](http://www.kidsrunfree.co.uk/mk/)
- Nessy Reading and Spelling [www.nessy.com/uk/](http://www.nessy.com/uk/)
- Pearson Grammar and Spelling bug [www.pearsonschoolsandfecolleges.co.uk/Primary/Literacy/AllLiteracyresources/Spelling-and-Grammar-Bug/Grammar%20and%20Spelling%20Bug.aspx](http://www.pearsonschoolsandfecolleges.co.uk/Primary/Literacy/AllLiteracyresources/Spelling-and-Grammar-Bug/Grammar%20and%20Spelling%20Bug.aspx)
- Reading Cloud: provides a book lending system for our library [www.capita-sims.co.uk/products-and-services/reading-cloud](http://www.capita-sims.co.uk/products-and-services/reading-cloud)
- ReadTheory: supports reading development in Years 5 and 6 where children read and then complete short, differentiated tasks. The website has been set up by an American company but is widely used in the UK by many schools. As the data collected by the website is stored outside the EU, under GDPR regulations we obtain separate parent/carer consent for children to use this website. The data collected is child's first initial, surname and age alongside performance data related to the tasks they are completing on the website.
- Scratch: programming language for the creation of interactive stories, games, and animations
- Spelling Tutor: helps children to master the spelling of the most common 1,000 words (added 27/1/20) [www.spellingtutor.co.uk/](http://www.spellingtutor.co.uk/)
- Sumdog: maths games and targets [pages.sumdog.com/](http://pages.sumdog.com/)
- Timestable Rock Stars: timestable practise [trockstars.com/](http://trockstars.com/)