

Carrington Infant School Privacy Notice (How we use pupil information)

We, **Carrington Infant School**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, religion where given, and free school meal eligibility)
- Photographic information where this is agreed to by parents such as the child's picture on displays, in work and on the website
- safeguarding information (such as referrals to agencies, court orders and professional involvement with agencies and reports for meetings where needed)
- special educational needs (including support plans, ECHP information, professional visit notes and reports, intervention ongoing assessments, ARP requests and communication related to this and links with other settings a child make come or exit to)
- medical and administration (such as doctors information, child health including health care plans, dental health, allergies, medication and dietary requirements, and first aid incidents)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended and links with the county attendance officer)
- assessment and attainment (such as ongoing data recorded termly, reading records, standardised testing, EYFS, key stage 1 and phonics results as well as end of year reports)
- behavioural information (such as behaviour slips, reports of incidents, exclusions and any relevant alternative provision put in place)
- free school meal management and catering
- Pupil premium management including the collection of national insurance numbers for parents to confirm eligibility on admission and as required in liaison with parents due to change of circumstance.
- Trips, after school activities and activities

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to secure the pupils' well-being
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for e.g. DfE data collections
- to ensure smooth transition to and from their next setting

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e

(processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

How we collect pupil information

We obtain basic pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information. We also speak to the pre-school settings that the child attends or their previous school for older children. We also carry out home visits for those parents who agree.

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.

Other data is collected by ourselves in accordance with best practice e.g. health care information is collected annually in liaison with parents and carers however this could be updated at any time depending on the needs of the pupil. Another example would be summative assessment is collected termly and recorded. Formative data is continually collected and stored appropriately to ensure that work is planned to suit the needs of the pupil.

How we store 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.carrington-inf.bucks.sch.uk. We hold pupil data in line with IRMS (Information records management service) guidelines. Please see the following document for full details on data storage including time scales. <http://irms.org.uk/page/SchoolsToolkit>

Other in-school policies which may reference this privacy notice:

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and its staff or the parents of students
- The school's policy on taking, storing and using images of students
- The school's policy on the use of CCTV
- The school's retention of records policy which is based on the (IRMS) template <https://irms.org.uk/page/SchoolsToolkit>
- The school's safeguarding policy
- The school's behaviour policy
- The school's assessment, record keeping and data management policy
- The school's Health and Safety policy, including how concerns or incidents are recorded
- The school's IT policies, including its Acceptable Use policy, On-line Safety policy

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)
- school governors
- other parties where there is a legal basis for doing so
- agencies including the School nurse and the NHS
- Special Needs Agencies – Speech and Language, Occupational Therapy, Educational Psychologist, Specialist Teaching Service

- Safeguarding Agencies such as Social Care as needed
- Children's Wellbeing Services – such as CAMHs, Play therapists

Agreements are developed to ensure that the passing of any information is done securely and appropriately.

Why we regularly 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.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under these regulations

Examples for school census:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Examples for Assessment and Reporting Arrangements:

EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)

KS1 (including phonics) - section 87 of the Education Act 2002. Article 9 of The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 20042

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.

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 Mrs K Cliffe in writing stating clearly what information is needed.

Position	Name	Email	Phone
School Lead	Mrs K Cliffe	office@carrington-inf.bucks.sch.uk	01628 523356
Data Protection Officer	JSL Services Group Ltd	GDPR@jslgroup.co.uk	01494 410777

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or through the school's complaints procedure or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Kate Cliffe, Carrington Infant School, 2 Chapel Road, Flackwell Heath, High Wycombe, Bucks, HP10 9AA

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>