

LISS INFANT SCHOOL

Parents/Carers and Pupils Privacy Notice -How we use personal information

Under data protection law, individuals have 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 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Parents/Carers and Pupils**.

We, Liss Infant School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Nicola Leete.

Why do Liss Infant School – the data controller – (referred to in the notice as 'we', 'us' or 'our') collect and use personal information?

We collect and use personal information to:

- Support pupil learning
- Monitor and report on pupil progress
- Administer admissions waiting lists
- Provide appropriate pastoral care
- Protect pupil welfare
- Enable you to pay for and attend school activities such as trips and parents evenings
- Safeguard pupils, you and our staff
- Carry out research
- To promote the school
- Comply with the law regarding data sharing

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

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

- Contact details, contact preferences, date of birth, identification documents
- 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) and exclusions
- Assessment information
- Pupil and curricular records
- Relevant medical, Special Educational Needs and behavioural information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Bank account details, if provided as a form of identification when registering your child with the school or applying for a DBS check
- Consent provided, such as for photographs and trip participation
- Disclosure and Barring (DBS) information if volunteering to support in the school
- National Insurance number and date of birth, to check for Pupil Premium eligibility

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Whether the pupil is eligible for Pupil Premium due to either parent being in the armed forces in the previous four years
- Religion
- Any support provided by service such as Parent Support Advisors, Family Support Service or Children’s Services
- Wellbeing and/or safeguarding incidents or concerns

We may also hold data about you that we have received from other organisations. These may include, but not be limited to, other schools, Local Authorities, the Police service, Social and Children’s services.

Our legal basis for using this data

We only collect and use parent and carers’ 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

Less commonly, we may also process parent and carers’ 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 parent and carers’ 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 parent and carers’ personal data overlap, and there may be several grounds which justify our use of this data.

We collect and use personal information under the Education Act 1996, 2002 and 2011, The Children Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Collecting personal information

Whilst the majority of personal 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 whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We keep personal information about parents, carers and pupils on computer systems and on paper while the child attends our school.

When the child leaves our school, the parents/carers records will then be transferred to the new school, where they will be retained according to Hampshire’s data retention schedule. (A copy of this schedule is available by contacting the Data Protection Officer). If the school is outside of Hampshire, the records will be retained in accordance with the retention schedule applicable to that school.

There are strict controls on who can see personal information. We will not share data if we have been advised that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We may also keep personal information beyond pupils' attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about parents/carers.

Who do we share pupil/parent/carer information with?

We do not share information about pupils/parents/carers 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 data protection law) we may share personal information about parents, carers and pupils with:

- Our local authority (Hampshire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance, fines, exclusions
- The Department for Education – to meet our legal obligations to share information in relation to pupils attainment and progress
- Our regulator, OFSTED – to meet our legal obligation to share information in relation to attendance, exclusions and safeguarding
- Educators – to meet our public task to pass on data for transitional purposes when a child moves to a new educational setting
- Health and social welfare organisations – to meet our public task, our legal obligation or vital interests of a pupil/family in relation to a health or safeguarding concern
- Professional advisers and consultants – to meet our public task in supporting the academic or social and emotional needs of a pupil
- Police forces, courts, tribunals – to meet our public task, legal obligation or the vital interests of a pupil or family
- Teachers and staff within the school – to carry out their public tasks within school
- Governors – to carry out our public task. Whilst we share data regarding exclusions, attendance and results, on the whole this is anonymised so that no individual family can be identified

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.

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.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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
- 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://gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents, carers and pupils have the right to make a 'subject access request' to gain access to personal information that we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been shared with, or will be shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

There are certain exemptions to the right to access your personal data. For example, but not limited to, when providing information may identify another individual or pose a safeguarding risk.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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 Commissioners Office at <https://ico.org.uk/concerns/>

To make a request for your personal information, please contact the Data Protection Officer:

Nicola Leete

Or contact the relevant school office, in the first instance.

You also have the right, subject to some limitations 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
- 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

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 us in the first instance in writing.

To make a complaint, please contact the data protection officer. 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

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Nicola Leete – office@lissinfant.hants.sch.uk