



Your Information Matters!

Privacy Notice for Parents/Carers

(How we use and share your information)

Our school collects, holds and shares information about our pupils and families in order to provide educational services. The school recognises that this information is important and is responsible for the pupils' information that it holds. As such we take seriously our responsibilities and we are committed to sharing your information responsibly and safely.

Glade Hill Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which any personal data relating to pupils and their families is to be processed.

If you want more information about the Data Protection law it is available on the Information Commissioners website at www.ico.org.uk.

Why do we collect and use pupil information?

Data Protection legislation which includes provisions of the General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018 take effect from May 25 2018, including provisions relating to 'lawfulness of processing' and 'processing of special categories of personal data'.

The school collects and uses pupil information for purposes consistent with the Education Act 1996. The legal basis under which the school uses personal data for these purposes is that it is necessary for the performance of a task carried out in the public interest by the school or in the exercise of official authority vested in the school.

The information you provide to the school includes special categories of personal data such as race, ethnicity and religion. Information in these categories will be used by the school on the basis that such use is necessary for reasons of substantial public interest and in accordance with Data Protection legislation.

Why do we use this data?

We use the pupil data to:

- contact Parents/Carers to support their child
- support pupil learning
- monitor and report on pupil progress
- refine our school improvement processes
- provide appropriate pastoral care
- safeguard pupils' physical and mental wellbeing

- promote pupil welfare
- assess the quality of our services
- administer admissions waiting lists
- carry out research
- comply with the law regarding data sharing

Which data do we collect, hold and share?

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

- Personal information, contact details and identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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

- Contact details and contact preferences
- Family links
- Parental/Carer details
- CCTV images captured in school

Our legal basis for using this data

We only collect and use pupils' and parent/carer 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 pupils' 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 pupils' 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 pupils' personal data overlap, and there may be several grounds which justify our use of the data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We aim to keep your data safe and secure and ensure that anyone we share your information with also meets our data security requirements. Our record retention schedule sets out how long we keep information about pupils. This has been produced in line with the Information and Records Management Society's toolkit for schools. A copy is available on our website at www.gladehill.nottingham.sch.uk.

Data sharing

We do not share information about pupils 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 pupils with:

- schools that the pupils attend after leaving us
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Other local authorities – to share information if you move out of the area
- The Department for Education – for statutory data returns to underpin school funding and educational attainment policy and monitoring
- The pupil's family and representatives – in order to confirm attendance/registration at school and query or check the accuracy of data
- Educators and examining bodies – to support pupil learning and assessment
- Our regulator – Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. This includes:
 - NCC approved Primary to Secondary Transition Portal
 - the local authority off site visits regulator (EVOVLE)
 - Nottingham Schools Trust (aggregated data sets only)

- Survey and Research Organisations – where they have a data sharing agreement with the school
- Our auditors – to assist them discharging their legal duties
- Health authorities – to assist them discharging their legal duties
- Professional advisors and consultants – where they are supporting school improvement
- Police forces, courts, tribunals – to assist them discharging their legal duties.

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.

National Pupil Database

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 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: 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>

Parents and pupils' rights regarding personal data

Under data protection legislation, parents 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 school Data Protection Officer by e-mail (admin@gladehill.nottingham.sch.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress unless we have a legitimate reason to continue
- 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
- seek redress 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, 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/>

Contact

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

Mrs Coward, Data Protection Officer, Glade Hill Primary School

E-mail: admin@gladehill.nottingham.sch.uk

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