

## **Privacy Notice**

Sound and District Primary school are a local authority maintained primary school in Nantwich, Cheshire. Rising Stars is the before and after school club run by Sound and District Primary school to provide care and supervision for children attending the school outside of the school day. This privacy notice explains how we use any personal information we collect about our pupils.

### **Why do we collect and use pupil information?**

We Sound and District Primary School collect and process pupil information as part of our public function and powers set down in law. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#). In some circumstances we will collect and use pupil information for vital interest of protecting life.

We use the pupil data we have collected:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to administer a before and after school club
- to safeguard those children in our care
- to collect payments for services and resources
- to comply with the law regarding data sharing
- to protect a pupil's life
- to contact you with information about activities and events run by or at the school
- to provide information to third parties to allow them to provide services to the school and school community
- administer admissions waiting lists

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

- Personal information (such as name, unique pupil number and address)
- Parent, carer, nominated emergency contacts and persons nominated to collect the pupil (such as name, address, telephone number and relationship to the pupil)
- Characteristics (such as ethnicity, language, nationality, country of birth, religious beliefs, gender, sexual identity and free school meal eligibility)
- Photographic images and video recordings
- Attendance information (such as sessions attended, number of absences and absence reasons) as well as booked sessions for Rising Stars
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Details of the pupil's medical doctor (such as doctors name, address and telephone number)
- Special educational needs information
- Details of any support received, including care packages, plans and support providers
- Safeguarding Information, children in need, looked after children and free school meal entitlement

### **The lawful grounds for accessing, collecting, storing and using personal**

Under UK General Data Protection Regulation (UK GDPR), there are 6 lawful bases on which

personal data is permitted to be processed

The lawful bases are:

- consent – where this basis is the most appropriate and you're able to give the individual concerned a real choice in your use of their data
- contract – where your use of the data is necessary for a contract the school has or will have with the individual concerned
- legal obligation – where your use of the data is necessary to permit the school to comply with the law
- vital interests – where your use of the data is necessary to protect an individual's life
- public interest – where your use of the data is necessary to permit the school to carry out a task in the public interest or its official functions, and that task or function has a clear basis in law
- legitimate interests – where your use of the data is necessary for the school's or a third party's legitimate interests (unless there's a good reason to protect the individual's personal data that overrides those legitimate interests)

### **Collecting pupil information**

We are provided information about you from Cheshire East and we also collect information about you when you complete data collection and other forms sent out at various times during the year.

Website usage information is collected using cookies

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storage and Retention of pupil data**

We will retain all pupil data for as long as the pupil remains at the school plus 2 years.

We will also ask you if we can keep certain information beyond this time and into perpetuity. This is for example, so we can keep a record of the name of the winner of the pupil of the year (on the trophy), or a sporting trophy.

In some circumstances we will have to hold information beyond this time if requested to do so by the police

### **How will my information be stored?**

Information will be stored both electronically and on paper.

We store data electronically on off the shelf systems such as SIMs, EduBase, Educator.

When information is stored on paper we will ensure that it is stored securely.

### **Who do we share pupil information with?**

Sound and District Primary school will not share your information for external marketing purposes

We do routinely share pupil information with:

- schools that the pupil attends after leaving us
- Cheshire East council
- Malbank Coaches (for the school bus)
- the Department for Education (DfE)
- Friends of Sound School (PTA)

We have in place a sharing agreement that the third party will not use the information we provide to them for anything other than those purposes we have already agreed with you or where the

law allows additional use

We also share your information with other third-party companies on occasion to allow them to provide services to the school. In each case the contract we have with them prevents them using the information we share with them for anything other than the purpose of the contract. For example if we book accommodation for a school trip we will provide pupil information to the accommodation provider.

These third parties include:

- Sportscape
- Teacher2Parents (Eduspot)
- Educator
- Ofsted
- Independent Schools Inspectorate
- School Nurse and the NHS
- Health and Social Welfare Organisations
- Professional Advisers and Consultants
- Class Dojo
- External Providers

Where this is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Your Family and Representatives
- Police Forces, Courts, Tribunals
- Professional Bodies

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.

**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.

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:
- 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 in compliance with the GDPR.

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>

### **Will this information be used to take automated decisions about Pupils?**

Sound and District Primary school do not use pupil information to take automated decisions.

### **Will Pupils data be transferred abroad and why?**

Sound and District Primary school do not transfer or store data outside of the European Union. Data we share with the DfE may be transferred abroad.

Where we share data with an organisation that is based or stores data outside the European Economic Area, we will insist on their assurance that they follow the UK data protections laws.

### **Requesting access to Pupil information**

You have the right to request a copy of the pupil information we hold. This is called the right of subject access.

To make a request for the Pupil information, or be given access to your child's educational record,

contact

Dr Anthony Shuker  
Data Protection Officer  
Sound and district Primary School  
Whitchurch Road  
Sound  
Nantwich  
CW5 8AE

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

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
- claim compensation 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 would like to discuss anything in this privacy notice, please contact:

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