**Stannington Infant School**

**GDPR privacy notice for pupils and their families**

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This notice applies to all pupils and parents.

**Who Collects This Information**

 Stannington Infant School is a “data controller” of personal data and gathers and uses certain information about pupils and parents. This means that we are responsible for deciding how we hold and use personal information about pupils and parents. Under data protection legislation, we are required to notify you of the information contained in this privacy notice.

This notice does not form part of any contract to provide services and we may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

**Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

**Categories of Pupil Information We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you:

* Personal information such as name, pupil number, date of birth, gender and contact information;
* Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
* Characteristics (such as language, and free school meal eligibility);
* Attendance details (such as sessions attended, number of absences and reasons for absence);
* Performance and assessment information;
* Behavioural information (including exclusions);
* Images of pupils engaging in school activities, and images captured by the School’s CCTV system;
* Information about the use of our IT, communications and other systems, and other monitoring information;

We may also collect, store and use the following more sensitive types of personal information:

* Information about your race or ethnicity, religious or philosophical beliefs
* Information about your health, including any medical conditions and sickness records.
* Special educational needs information;

**How We Collect this Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

**How and Why We Use Your Personal Information**

We will only use your personal information when the law allows us to do so. Most commonly, we will hold pupil data and use it for:

* Pupil selection (and to confirm the identity of prospective pupils and their parents);
* Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
* Informing decisions such as the funding of schools;
* Assessing performance and to set targets for schools;
* Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
* Support teaching and learning;
* Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
* Managing internal policy and procedure;
* Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
* To carry out statistical analysis for diversity purposes;
* Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
* Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
* Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
* Making use of photographic images of pupils in school publications, on the school website and on social media channels;
* Security purposes, and where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

**The Lawful Bases on which we use this Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

* Consent: the individual has given clear consent to process their personal data for a specific purpose;
* Contract: the processing is necessary for a contract with the individual;
* Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
* Vital interests: the processing is necessary to protect someone’s life.
* Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
* The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

**How we use particularly sensitive personal information**

Special categories of particularly sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation, or biometrics require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

* In limited circumstances, with your explicit written consent.
* Where we need to carry out our legal obligations in line with our data protection policy.
* Where it is needed in the public interest, such as for equal opportunities monitoring.
* Where it is necessary to protect you or another person from harm.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

**Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it’s the only way we can make sure you stay safe and healthy, or we are legally required to do so.

We share pupil information with:

* the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
* Ofsted;
* Other Schools that pupils have attended/will attend;
* NHS;
* Welfare services (such as social services);
* Law enforcement officials such as police, HMRC;
* Local Authority Designated Officer;
* Professional advisors such as lawyers and consultants;
* Support services (including insurance, IT support, information security);
* Providers of learning software such as e.g., Timetables Rockstar
* Providers of communication and Payment systems such as Parentmail <https://pmx.parentmail.co.uk/resources/terms-and-conditions/privacy-policy.pdf>
* The Local Authority.
* other schools within the Trust;

The Department for Education request regular data sharing on pupil attendance to help support those vulnerable students and to assist with intervention strategies. Further information on how the Department for Education collects this data will be made available on the school website.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

**Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.stanningtoninfants.co.uk](http://www.stanningtoninfants.co.uk) or request a copy of our [GDPR Data Protection Policy](https://www.theschoolbus.net/article/gdpr-data-protection-policy/4575).

**PLEASE COMPLETE, SIGN AND RETURN THE GDPR PRIVACY NOTICE BELOW:**

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/carer of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I understand:

* Stannington Infant Schoolhas a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* How my data is used.
* Stannington Infant Schoolmay share my data with the DfE, and subsequently the LA.
* Stannington Infant School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
* Stannington Infant School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
* My data is retained in line with the school’s GDPR Data Protection Policy.
* My rights to the processing of my personal data.
* Where I can find out more information about the processing of my personal data.

I understand that my consent will be kept by the school for the duration of my child’s education at Stannington Infant School unless I write to the school informing them of my change of consent.

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| **Name:** |  |
| **Signature:** |  |
| **Date:** | ––––––––––––––––––––––––––––––––– |