



May 2020

Pupils & Parents and Carers of Pupils attending

St Mary's C of E Primary School

Confidently Me Belonging Together Challenged to Contribute





1. Introduction

Under data protection law, individuals have a right to be informed about how our 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 **pupils and parents and carers of pupils at our school**.

(This privacy notice applies while we believe, at Primary School age, your child is too young to fully understand and exercise their own data protection rights. Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data (available on request from the Data Controller, as detailed below.)

We, **St Mary's C of E Primary School, Oxted**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Sue Duff** (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about a **pupil and/or parent and carer** of pupil attending our school, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Bank Details (*we only collect and use these details to make a payment to you in exceptional circumstances, at your request, and do not store them after use*)
- Details for family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence with us
- Details of any complaints you made
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- We may also collect, use, store and share (when appropriate) information about you or your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:
 - Any medical conditions we need to be aware of, including physical and mental health
 - Photographs and CCTV images captured in school
 - Characteristics, such as ethnic background or special educational needs
 - Your religion, as part of our admissions arrangements



We may also hold data about your child that we have received from other organisations, including other schools and social services.

3. Why we use this data

We use the parent carer/ **pupil** data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Administer admissions waiting lists
- g) Carry out research
- h) Comply with the law regarding data sharing
- i) Report to you on your child's attainment and progress
- j) Keep you informed about the running of the school (such as emergency closures) and events
- k) Process payments for school services and clubs
- l) Comply with our legal and statutory obligations

3.1 Use of personal data for marketing purposes

Where you have given us consent to do so, we may send you or your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you or them.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing personal data for the purposes listed in section 3 above are as follows:

For the purposes listed above,

- in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
- in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
- in accordance with the 'consent' basis – we will obtain consent from you to use your child's personal data
- in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with your child or to help them enter into a contract with us
- in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:



Where you have provided us with consent to use your data or that of your child, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you and your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you and your child will come from you, but we may also hold data about you and your child from:

- Local authorities
- Government departments or agencies
- Your children



- Police forces, courts, tribunals

6. How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about pupils.

You may request a copy of our Records Retention Schedule from the Data Protection Officer.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's and your own personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you or your child 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 you or your child with:

- Our local authority, and Diocese, Surrey County Council and the Southwark Diocesan Board of Education – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our youth support services provider
- Our regulator, (Ofsted, Independent Schools Inspectorate)
- Suppliers and service providers:
 - ☞ (e.g. catering services who may need to know dietary requirements)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.



The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

7.1 Transferring data internationally

We do not normally transfer personal data internationally. Examples of where this might occur are as follows

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers

We may share personal information about you or your child with the following international third parties outside of the European Economic Area, where different data protection legislation applies:

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you or your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about you or your child.

If you make a subject access request, and if we do hold information about you or your child, we will (subject to any exemptions that apply):

- 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
- Tell you who it has been, 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

You may also have the right for your personal information or that of your child to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.



8.2 Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact Sue Duff (contact details below).

8.3 Your other rights regarding your data and that of your child data

Under data protection law, you have certain rights regarding how your personal data and that of your child is used and kept safe. For example, you have the right to:

- Object to our use of personal data
- Prevent data being used to send direct marketing
- Object to and challenge the use personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

9. 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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

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

Sue Duff – Contact via the school office, 01883 712817 or by email on bursar@stmarysprimary.org