



Snape Wood Primary and Nursery School
Excellence for All

'We are a small school that makes a big difference'

'To provide excellence for all within a happy, safe, and stimulating learning environment'

PRIVACY NOTICE FOR PARENTS AND CARERS

SNAPE WOOD PRIMARY AND NURSERY SCHOOL	
Approved by: Full Governing Body	Date: Spring 2023
Review Date:	Spring 2024

Privacy Notice (How we use pupils and their Parents/Carers 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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils and their parents/carers.

We, Snape Wood Primary, are the 'data controller' for the purposes of data protection law.

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

- Personal information such as name, unique pupil number, address and contact preferences)
- 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)
- Assessment information (internal and external)
- Relevant medical information
- Special education needs information
- Exclusions/behavioural information
- 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 of Education.

Personal data that we may collect, use, store and share (when 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

Why we use this data

We use this data to:

- Contact Parents/Carers to support their child
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services

- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect, 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 individuals 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 this data.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

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 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.

Data sharing

We do not share information 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:

- Our Local Authority – to meet our legal obligation 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 of Education – for statutory data returns
- 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
- 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 advisers and consultants – where they are supporting school improvements
- Police forces, courts and tribunals – to assist them discharging their legal duties

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 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 of 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>

Transferring data internationally

Where we transfer personal data to a country or territory, we do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact The Data Protection Controller at Snape Wood Primary school.

You also have the right to:

- Object to procession 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Mrs Alison Howarth – School Business Manager/Data Protection Officer
Snape Wood Primary and Nursery School

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