



LONG MEADOW SCHOOL

Privacy Notice for Parents/Carers

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' (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**.

We, Long Meadow School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs Beverley Midwood (see 'Contact Us' below).

The personal data we hold

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Assessment and attainment (such as key stage and phonics results)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Special education needs (including the needs and the ranking)
- Behavioural information (including exclusions and any relevant alternative provision put in place)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Safeguarding information (such as court orders and professional involvement)
- Records concerning participation in learning activities in school, attendance at school clubs and on school trips
- Photos and videos

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Celebrate children's achievements
- Promote the school in the wider community
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- To comply with the statutory duties placed upon us for DfE data collections and other legal requirements
- Carry out research
- To use and publish images for promotional, information and display purposes (we ask your permission for this)
- To let parents and carers know about school events and services provided at the school

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation e.g. under the Education Act
- We need it to perform an official task in the public interest i.e run a school and teach pupils

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way e.g. photographs
- We need to protect the individual's vital interests e.g. medical information

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 personal data

While the majority of information (data) 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.

We obtain information from the admission forms parents complete when a pupil joins the school and also from previous schools and settings. We create and retain information about pupils' learning progress and their participation in school activities.

Photographic Images

The school always obtains the permission of parents/carers to use their child's image for school displays, on the school website and other similar purposes. Consent forms for the taking of photographs to be used in this way are included in admission packs when children are initially admitted to the school. You can change your consent at any time. If you wish to do so, please contact the school office.

How we store this data

Computerised records are held on the school's computer system and paper records are locked away when not in use. If we use external systems and providers to process information about pupils, we make sure these suppliers comply with data protection legislation.

We keep personal information about pupils while they are a pupil at 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.

How long we keep personal data

We use the Information and Records Management Society's (IRMS) guidance on information retention for schools. There are different retention periods for different types of school records and we follow the guidance in pages 64 onwards of the IRMS toolkit for schools. This can be found at:

<https://irms.org.uk/general/custom.asp?page=SchoolsToolkit>

Data sharing

We do not share information about pupils with any third party without your 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 (Milton Keynes Council)
- the Department for Education (DfE)
- School nurse (name, dob, gender, class, contact details if necessary)
- School trip venues (if necessary)
- Organisations we commission to deliver or operate services on our behalf
- Other organisations when necessary including auditors, professional advisors, Ofsted, the emergency services, police forces and courts

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. When we share information we only pass the minimum amount necessary for the purpose. We share pupils' data with the Department for Education (DfE) either directly or via our local authority (Milton Keynes) for the purpose of statutory data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about this please see 'How the Government uses pupil data' at the end of this Notice. We are required to share some information with School Nurses under various legislation that deals with Public Health.

Parents' and pupils' rights regarding personal data

Requesting access to your personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child
- 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

If you would like to make a request please contact the Head Teacher.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Head Teacher.

Other rights

Depending on the lawful basis for processing a pupil's personal information, you may also have the right to:

- to have personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your or your child's personal data
- withdraw any consent you have given for the taking and publication of photos and videos

To exercise any of these rights, please contact the school office in the first instance. If you are not happy with the school's response, or if you prefer, please contact the Data Protection Officer.

Complaints

We take any concerns and 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 the school in the first instance.

To make a complaint, please contact our Data Protection Officer.

If you remain dissatisfied you can make a complaint to the Information Commissioner's Office

Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113

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:

Mrs Beverley Midwood

Email: beverleydpservices@gmail.com

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

June 2022

How the Government Uses Pupil Data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>