



## Privacy Notice for Pupils and their Families

<b>Document Title</b>	Privacy Notice for Pupils and their Families
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<b>Document Author</b>	Mrs E Cameron
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<b>Distributed To</b>	All parents
<b>To be published on website</b>	Yes
<b>Changes to this document</b>	<p>Changed order of sections from end – “How does the government use your data?”, “The NPD”, “Sharing by the DfE”, “How to find out what information the DfE hold about you”</p> <p>Updated in line with “The School Bus” policy (November 2023)</p>
<p>This document has been impact assessed against race, gender and disability and no adverse impact has been identified.</p>	

## Carrington Junior School Privacy Notice (How we use pupil information)

Under UK 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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our school.

We, **Carrington Junior School**, are a data controller for the purposes of UK data protection law. Our data protection officer is Turn It On.

### The personal data we hold

Personal data that we may collect, use, store and share about your child 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, religion where given and free school meal eligibility);
- safeguarding information (such as referrals to agencies, court orders and professional involvement with agencies and reports for meetings where needed);
- special educational needs (including support plans, EHCP information, professional visit notes and reports, intervention ongoing assessments, ARP requests and communication related to this and links with other settings a child may come or exit to);
- medical and administration (such as doctors' information, child health including health care plans, dental health, allergies, medication and dietary requirements and first aid incidents);
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended and links with the County attendance officer);
- assessment and attainment (such as ongoing data recorded termly, reading records, standardised testing, Key Stage 2 results, and any other relevant results, as well as end of year reports);
- behavioural information (such as reports of incidents, exclusions and any relevant alternative provision put in place);
- exclusions information;
- photographic information where this is agreed to by parents such as the child's picture on our data management system, on displays, in work and on the website etc;
- pupil premium management including the collection of national insurance numbers for parents to confirm eligibility on admission and as required in liaison with parents due to change of circumstances;
- free school meal management and catering;
- identity management/authentication (such as birth certificates/passports on admission to the school);
- trips and activities information
- Photographs and 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 for Education.

### Why we use this data

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress

- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to secure the pupils' well-being
- f) to ensure a smooth transition to and from their next setting
- g) to keep children safe (food allergies, or emergency contact details)
- h) to meet the statutory duties placed upon us by the Department for Education
- i)

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c), (d), (e) & (f) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (g) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (h) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - [Section 537A of the Education Act 1996](#)
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\) \(England\) Regulations 2007](#)
  - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
  - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

## Collecting pupil information

We collect pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information. We may also speak to the school that the child has previously attended.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data in line with the IRMS (Information Records Management Toolkit for Schools) guidelines. For more information on our data retention schedule and how we keep your data safe, please visit [www.carringtonjs.co.uk](http://www.carringtonjs.co.uk).

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- outside agencies including the school nursing team & the NHS
- Special Needs agencies such as Speech & Language, Occupational Therapy, Educational Psychologist, Specialist Teaching Service
- Safeguarding agencies such as Social Care as needed
- Children's Wellbeing services such as CAMHS, play therapists, counsellors

- the school's hot meal provider
- the school's website provider
- curriculum, learning, assessment and reporting based resources for which the school subscribes (all web and cloud-based resources are checked for GDPR compliance)
- other parties where there is a legal basis for doing so
- school governors (not on an individual level but by category, eg year group, gender, SEN etc)

### Why we regularly 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.

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.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\) \(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see the 'How Government uses your data' section.

### How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

## Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information the DfE holds about you?

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

## Requesting access to your personal data

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact:

Position	Name	Email	Telephone
Head Teacher	Mrs E Cameron	office@carringtonjs.co.uk	01628 521457
Data Protection Officer	Turn It On	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (opt 3)

If you are concerned about the way we are collecting or using your information, please raise your concern with the school’s DPO in the first instance [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk) . You can also contact the Information Commissioner’s Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office in writing or by emailing: *office@carringtonjs.co.uk*.

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in April 2024.

### Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Position	Name	Email	Telephone
Head Teacher	Mrs E Cameron	office@carringtonjs.co.uk	01628 521457
Data Protection Officer	Turn It On	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (opt 3)