

Carrington Junior School (Carrington Schools Federation)

MISSION STATEMENT:

The Carrington Schools Federation: an ambitious, caring, and inclusive community.

VISION:

To be a nurturing community that develops respectful, resilient, and happy children with the self-belief, knowledge, and skills to thrive in the future.





Privacy Notice for Pupils and their Families

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To be published on website	Yes
Changes to this document	Updated in line with "The School Bus" (National College) policy (June 2024)
<p>This document has been impact assessed against race, gender and disability and no adverse impact has been identified.</p>	

Privacy notice – how the school uses pupil information

The categories of personal information that we process include the following:

- 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 do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

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

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](#)

How do we collect your information?

We collect your personal information via the following methods:

- [Registration forms](#)
- [Common Transfer File \(CTF\) from your previous school](#)
- [Child protection plans](#)

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

How do we store your information?

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.

Who do we share your 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 do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA 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 information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

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-privacy-notice/national-pupil-database-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/dfе-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>.

What are your rights?

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 [the school office at office@carringtonjs.co.uk](mailto:the_school_office_at_office@carringtonjs.co.uk)

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. 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.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO, Turn It On**, on at_gdpr@turniton.co.uk.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **Turn It On** on gdpr@turniton.co.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.carringtonjs.co.uk, the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our [Data Protection Policy](#) from www.carringtonjs.co.uk.

Declaration

I, name of pupil or parent, declare that I understand:

- The categories of my personal information name of school collects and uses.
- Carrington Junior School has a lawful basis for collecting and using my personal information.
- Carrington Junior School may share my information with the DfE, LA and other stated organisations.
- Carrington Junior School does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with Carrington Junior School's Records Management Policy.
- My rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____

For school use only

Date privacy notice last updated: _____