

# **Eagle Community Primary School Fair Processing Notice for Pupils and Parents/ Carers/ Guardians of Pupils**



## **1. The purpose of this notice**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. Eagle Community Primary School (“the School”) complies with this right by providing “a Fair Processing Notice” (sometimes called a “Privacy Notice”) which is intended to provide you with information about how we process pupil and parent information.

It is important to the School and a legal requirement, that we are transparent about how we process pupil information. As a school that processes pupil information, we are known as a “data controller”. This means that we collect and use personal information for specified purposes which this Fair Processing Notice has been designed to inform you about.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## **2. Legal Basis**

As a school we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their well-being. To comply with these laws, we only process personal information as far as it is necessary to meet these obligations. 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 personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests).

Some of the reasons listed above for collecting and using pupil’s personal data overlap and there may be several grounds which justify our use of this data.

Where we have obtained consent to use pupil’s personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

## **3. The Data Protection Officer**

The School has an appointed Data Protection Officer (DPO), Joe Lee who can be contacted by emailing [DPO@ark.me.uk](mailto:DPO@ark.me.uk)

The DPO is responsible for dealing with data protection issues within the School and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

#### **4. What pupil information do we collect?**

The types of pupil information that we may collect, use, store and share (when appropriate) about pupils includes:

- Personal Identifiers and Contacts *such as - pupil names, unique pupil numbers, contact details including emergency contacts. (If you provide us with the contact details of others please ensure they are aware that their information has been passed to the School.)*
- Characteristics *such as - ethnicity, language nationality, country of birth*
- Free school meal and pupil premium eligibility
- Medical information *such as – doctors information, child health, dental health, allergies, medication and dietary requirements*
- Admissions information
- Attendance information *such as - sessions attended, number of absences and absence reasons*
- Information relating to pupil exclusion and behaviour
- Attainment records and assessment results *such as – Key Stage 1 and phonics results*
- Reported accidents and incidents
- Safeguarding Information *such as – court orders and professional involvement*
- Special Educational Needs information
- Photographs/ recorded images captured in school

We may also hold some information about pupils that we have received from other organisations including from our Local Authority (LA), the Department for Education (DfE) and other schools/ nurseries.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

#### **5. How is pupil data collected?**

We collect pupil information from:

- Parents/ Carers/ Guardians of pupils directly
- External Agencies e.g. Local Authority, Department for Education etc.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

Whenever we seek to collect information, we will inform you whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying. If you have a choice, then we will obtain your consent first. Even if you consent to us collecting and using personal information, you have a right to withdraw consent at any time.

## **6. What is the purpose of us collecting and using pupil information?**

The purposes for which the School collects personal information include:

- To ensure that the school is safe and secure
- To support pupil learning
- To provide appropriate pastoral care
- To support children with medical conditions, allergies and SEN
- To safeguard pupils
- For health and safety purposes
- Census reporting
- To provide free school meals
- To manage admissions
- To monitor attendance
- To manage exclusions and behaviour
- To promote the school and celebrate educational achievements
- To communicate with parents

## **7. Who will we share pupil information with?**

We do not share information about our pupils with anyone 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) those that we share pupil information with may include:

- Our Local Authority (Lincolnshire County Council) - *to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- The Department for Education (DfE) - *to meet our legal obligations to share certain information with it, such as assessment and data collection*
- School staff - *for the purpose of pupil welfare, such as understanding medical needs*
- Educators and examining bodies - *to inform local and national statistics*
- Health Providers - *for regular health checks e.g. NHS, immunisations and statutory pupil health monitoring services.*
- SENCO Specialists - *involved with SENCO provision for the pupil*
- Health and Social Welfare Organisations – *Children’s Social Care*
- Police forces, courts and tribunals – *to support child welfare*
- CPOMS - *who provide the school’s safeguarding system*
- Our regulator Ofsted
- Online learning platforms *which allow us to create personal accounts for pupils e.g. Times Tables Rockstars*
- Contractors, Suppliers and Service providers *to enable them to provide the service we have contracted them for e.g. Cool Milk*
- Our auditors – *to ensure compliance*
- Schools *that pupils attend after leaving Eagle CP School*

## **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 DfE either directly or via our Local Authority for the purpose of those data collections under:

- Pupil transfer forms
- School Census

This data sharing:

- Underpins school funding which is calculated based upon the numbers of pupils and their characteristics in each school;
- Informs “short term” education policy monitoring and school accountability and intervention (for example Pupil Progress Measures);
- Supports “longer term” research and monitoring of educational policy (for example how certain subject choices go on to affect education or earning beyond school)

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census), visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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 to inform research. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. The database is held in electronic format so it can easily be turned into statistics. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. For more information about the NPD, visit:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

The DfE may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to 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 NPD data sharing process, visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- For more information about which organisations the Department has provided pupil information (and for which project), visit:  
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE with any further questions about the NPD , visit:

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

### **Safeguarding – CPOMS**

CPOMS is a programme that staff use to record any concerns they may have about a child. This information might relate to safeguarding, attendance issues and behaviour. All data is secure and staff have individual user names and passwords. Access to the full site is also limited to the school's Designated Safeguarding Leads only. For more information and to see CPOMS GDPR Compliance Statement and Privacy Policy, visit:

<https://www.cpoms.co.uk/privacy/>

### **NHS**

We have contact with NHS staff, for example school nurses, dentists, speech and language therapists and audiology. Information shared between both parties may relate to pupils medical condition, date of birth, name, address and parental contact details as well as GP details. Services such as the promotion of health and emotional wellbeing, health assessments and immunisation programmes are also offered. For more information about how the NHS uses and stores personal information, visit:

<https://www.england.nhs.uk/contact-us/privacy-notice/>

### **Ofsted**

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people to inform children's services inspections in local authority areas.

Inspection reports do not identify individual pupils. For more information, visit:

<https://www.gov.uk/government/publications/ofsted-privacy-notice>

## **8. How long will we hold pupil information for?**

We keep pupil data securely while pupils are attending our School. It is retained until the pupil leaves. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. This is for a period of time specified by law and as detailed within our record retention policy.

For more information please contact the DPO.

## **9. Requesting access to your personal data**

Individuals have the right to make a "subject access request" to gain access to the 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request for personal information please contact our Data Protection Officer.

Parents/ Carers also have a legal right to access their child's educational record.

To request access to your child's educational record, please contact Mrs H Adams, Headteacher.

## **10. Other rights**

You also have the right to:

- Object to processing 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 corrected, deleted or destroyed or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights, please contact our Data Protection Officer.

## **11. Complaints**

If you have a concern about the way we are collecting or using your personal data, or have any other concerns about our data processing please raise this with the School in the first instance.

To make a complaint please contact our Data Protection Officer.

Alternatively you can complain directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

## **12. Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer.