



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Privacy Notice – Pupils St Michael's CE Infant School

Reviewed October 2023

To be Reviewed October 2024

Privacy Notice (How we use personal information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- modes of travel
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- catering and free school meal management

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

The UK General Data Protection Regulation allows us to collect and use the personal data of pupils and parents on the following basis:

- where we are complying with a legal requirement
- where processing is necessary to protect the vital interests of a data subject or another person
- where processing is necessary for the performance of a task carried out in the public interest
- in the exercise of official authority vested in the controller

When the personal information is Special Category Information (such as ethnicity) we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes

- the Education Act 1996, 2002 and 2011
- the Children's Act 1989 and 2004
- Education and Skills Act 2008
- Schools Standards and Framework Act 1998
- the Equalities Act 2010.

Collecting pupil information

We collect pupil information via registration forms, application forms or Common Transfer Files (secure file transfer from a previous school)

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 collected 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 securely for the set amount of time shown in our data retention schedule. For more information and how we keep your data safe please visit:

Data retention schedule [here](#)

Data Protection Policy [here](#)

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health and Welfare (e.g. the School Nurse, Speech and Language Therapy Services) and the Ethnic Minority and Traveller Achievement Services
- Friends of St. Michael's (FoSM) for
 - Any activities where food is provided so that children with allergies aren't compromised
 - Events such as an Art Evening so that children's art work can be identified for parents
 - Any activities where a register of participants is needed (e.g. school disco)
- Fraser Portraits (School Photographers) – Names and class only to enable them to produce bar codes for each pupil on school photo day
- Tucasi (SCOPay) so we can send messages, record lunches and set up trips and parents' evening.

Why we regularly share pupil information

We do not share personal 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. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 purposes of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) regulations 2013.

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

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr. Jim Bell, Data Protection Officer for the school at adminoffice@st-michaels-inf.hants.sch.uk

You also have the right to,

- to ask us for access to information about you that we hold
- to have your 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 personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should

raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 Mr. Jim Bell, Data Protection Officer for the school at adminoffice@st-michaels-inf.hants.sch.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 March 2022.

Contact

If you would like to discuss anything in this privacy notice, please contact Mr. Jim Bell, Data Protection Officer for the school at adminoffice@st-michaels-inf.hants.sch.uk

How Government uses your data

The pupil data that we lawfully share with the 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 KS1 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

The law allows the Department to share pupil's 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/dfe-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>