



# Privacy Notice for Parents and Pupils – How we use your information

## 2018/19

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### Who are we?

St Lawrence CE Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

St Lawrence CE Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z5075523.

You can contact the school as the Data Controller in writing at:

St Lawrence CE Primary School, Dog Lane, Napton, Southam, Warwickshire, CV47 8LU or [datacontroller@stlawrenceprimaryschool.co.uk](mailto:datacontroller@stlawrenceprimaryschool.co.uk)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.

- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

### **Why do we use personal information?**

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

#### **1) To comply with the law**

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

#### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

#### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

#### **4) To perform a public task**

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

#### Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

#### **Who might 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)
- School Nurse / NHS Healthcare professionals
- Teachers2Parents (SchoolMoney)
- Kyonet IT
- EXA
- Educaterers
- Action Centre UK (Pioneer Trip)
- NCA
- STA
- Music Services
- KITS Academy
- Coventry Rugby
- St Lawrence School PTA
- CRise (CAHMS)
- SEND Supported
- Umbrella
- Coventry University
- MIND

- MASH
- WSCB
- IDS
- St Lawrence Church
- Class Dojo
- Target Tracker
- Times Table Rock Stars
- Khan Academy
- Prodigy.com
- Doodle Maths
- SATS Boot Camp
- Compare 4 Kids
- Read Theory
- Spag.com
- Story Bird
- Load 2 Learn
- Drop Box
- RNIB
- Phonics Play
- Classroom Secrets
- Scratch
- Prezi

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

#### **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>.

#### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

#### **How long do we keep your information for?**

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

#### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

#### **What are your rights with respect of your personal information?**

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

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 rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern 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/>

#### **Review**

The content of this Privacy Notice will be reviewed on or before **May 25<sup>th</sup> 2019**

**Table 1** – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Admissions register	<p>Education (Pupil Registration) (England) Regulations 2006, Regulation 4</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 10</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 11</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 14</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 15</p>	YES	LA	<p>To <b>keep</b> for every pupil</p> <p>The admission register of every school shall be available for <b>inspection</b> by HM Chief Inspector of Education and in a school maintained by a LA an officer of LA authorised for that purpose</p> <p>Person authorised to inspect register at Regulation 10 (above) is permitted to <b>make extracts</b> from such register</p> <p><b>Preserve</b> every entry in the admission register for a period of 3 years after the date upon which it was first made.</p> <p>Where the admission register is kept by means of a computer, to <b>make a back-up copy</b> of each, not less than once a month in the form of an electronic, micro-fiche or</p>

				printed copy.
Attendance register	<p>Education (Pupil Registration) (England) Regulations 2006, Regulation 4</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 10</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 11</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 12</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 14</p> <p>Education (Pupil Registration) (England) Regulations 2006, Regulation 15</p>	N/A	LA / ACE / GOV / Ofsted / DfE	<p>To <b>keep</b> for every pupil</p> <p>The attendance register of every school shall be available for <b>inspection</b> by HM Chief Inspector of Education and in a school maintained by a LA an officer of LA authorised for that purpose</p> <p>Person authorised to inspect register at Regulation 10 (above) is permitted to <b>make extracts</b> from such register</p> <p>Every school to <b>provide</b> to the LA the full name and address of every registered pupil of compulsory school age who fails to attend school regularly.</p> <p><b>Preserve</b> every entry in the attendance register for a period of 3 years after the date upon which it was first made.</p> <p>Where the attendance register is kept by means of a computer, to <b>make a back-up copy</b> of each, not less than once a</p>

				month in the form of an electronic, micro-fiche or printed copy.
Common Transfer File	Education (Pupil Information) (England) Regulations 2005, Regulation 6	YES	LA / Next School	When a pupil ceases to be registered at a school and becomes registered at a new school, to <b>transfer</b> the pupil's Common Transfer File to the new school.
Curricular record	Education (Pupil Information) (England) Regulations 2005, Regulation 4  Education (Pupil Information) (England) Regulations 2005, Regulation 5(5),	N/A	LA / NCA / Ofsted / DfE	To keep a curricular record (academic results, skills and progress), <b>updated</b> at least once every school year, in respect of every registered pupil at the school.  Where a pupil is under consideration for admission to another school higher education institution, the governing body shall <b>transfer</b> the pupil's curricular record to the responsible person following a written request.
Educational record	Education (Pupil Information) (England) Regulations 2005, Regulation 5  Education (Pupil Information) (England) Regulations 2005, Regulation 6	N/A	LA / Ofsted	Make pupil's educational record available for <b>inspection</b> by the parent free of charge.  When a pupil ceases to be registered at a school and becomes registered at a new school, to <b>transfer</b> the pupil's

				Educational record to the new school.
Pupil Information	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3	YES	LA / Ofsted / ACE / SEN Supported / NHS / Educaterers / Kyonet – IT / DfE / KITS / MASH / IDS / Target Tracker / Teachers to Parents	To provide to LA or Secretary of State upon request any <b>pupil information</b> referred to in Schedule 1 of the regulations.
SEN Report	Children and Families Act 2014, section 69  Children and Families Act 2014, section 29	N/A	LA / SEN Supported / NHS / CRise	To <b>prepare</b> a SEN report. (This may include obtaining/sharing of information)  Specific duties on governing bodies to <b>co-operate with local authority to enable the LA to perform its duties</b> under the Act. (This may include obtaining/sharing of information)

Type of information	Purpose/Indirect duty	Relevant law/ Lawful basis for processing
Attendance Information	Provide attendance information to the Local Authority, so the Council's <b>duties in relation to Education Supervision Orders</b> can be met.	Education Act 1996, section 444
Education Supervision Orders	Provide information to <b>Local Authority in relation to</b> Education Supervision Orders.	Children's Act 1989, section 36
Exclusion	Provide information to the Local Authority in relation to pupils excluded from school so that the <b>Council may establish review panels.</b>	Education Act 1996, section 51A  Education Act 2002, section 51A

	Provide information to <b>prescribed persons</b> in relation to pupils excluded from school.	
Information relating to, the [local authority] or any school maintained by the authority	<b>Allow Inspector of Schools to inspect or take copies</b> of any records kept by, and any other documents containing information relating to, the [local authority] or any school maintained by the authority.	Education Act 2002, section 180
Information relating to person who are/have been qualifying workers or qualifying trainees	<b>Provide information to Secretary of State or any “prescribed person” information</b> relating to person who are/have been qualifying workers or qualifying trainees (anyone employed at or working for a school)	Education Act 2005, section 114
Information relating to the school or provision of education for pupils	<b>Allow Chief Inspector to inspect, and take copies</b> of, any records kept by the school, and any other documents containing information relating to the school or provision of education for pupils.	Education Act 2005, section 10
Pupil Information	<b>Duty of governing body to supply</b> individual pupil information to (a) Secretary of State, and (b) any prescribed person for a purpose within the Act.  Provide information <b>about pupils aged between 13-10</b> to the Local Authority to fulfil their responsibilities <b>in relation to the provision of leisure activities/ facilities for recreation and social and physical training</b>	Education Act 1996, section 537a  Education Act 1996, sections 507B and 508A
Qualifying Complaint	Where a qualifying complaint is made to <b>provide the Chief Inspector with such information as the Inspector requests to investigate</b> such a complaint.	Education Act 2005, section 11B
Safeguarding and promoting welfare of pupils	<b>To ensure that functions of school are exercised with a view to</b> safeguarding and promoting welfare of pupils.	Education Act 2002, section 175  Children’s Act 1989, section 17

	<p>Provide information <b>to Local Authority to assist</b> with safeguarding and welfare of children.</p> <p>Provide information to LA to assist with it duties <b>where a child is suffering from or likely to suffer significant harm</b></p> <p>Provide information/assist to the Secretary of State in any matter <b>connected with his functions/functions of Local Safeguarding Boards</b></p> <p>Provide information <b>to enable LA to</b> safeguard and promote welfare of children within the requirements of the Act.</p>	<p>Children’s Act 1989, section 47</p> <p>Children’s Act 1989, section 83</p> <p>Children Act 2004, section 11</p>
School Attendance Order	Provide information to the Local Authority in relation to pupils and parents in order to begin procedures for <b>issuing</b> a School Attendance Order.	Education Act 1996, section 437A
Special Educational Needs	Provide information <b>in relation to pupils with</b> special educational needs	Education Act 1996, section 317
Suitable Education	<p><u>Not received due to illness/exclusion;</u> Provide information to the Local Authority regarding pupils who by reason of illness, exclusion may not for any period receive suitable education unless such arrangements are made for them.</p> <p><u>Not received for any other reason;</u> Provide information to the Local Authority to identify children residing in the area who are not receiving suitable education</p>	<p>Education Act 1996, section 19</p> <p>Education Act 1996, section 436A</p>

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Pupil Medical Information and Data	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent.	Health staff, police or fire crews, particularly in relation to health information relevant to emergency medical treatment.	Vital Interests
Pupil Medical Information and Data	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent.	Residential Organisation Trip	Vital Interests

**Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'**

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Parents Email Address	N/A	N/A	Consent
Pupil Photos	N/A	Enjoy the Image	Consent
Pupil Details	N/A	Apps <ul style="list-style-type: none"> <li>• Class Dojo</li> <li>• Target Tracker</li> <li>• Times Table Rock Stars</li> <li>• Khan Academy</li> <li>• Prodigy.com</li> <li>• Doodle Maths</li> <li>• SATS Boot Camp</li> <li>• Compare 4 Kids</li> <li>• Read Theory</li> <li>• Spag.com</li> <li>• Story Bird</li> <li>• Load 2 Learn</li> <li>• Drop Box</li> <li>• RNIB</li> <li>• Phonics Play</li> <li>• Classroom Secrets</li> <li>• Scratch</li> <li>• Prezi</li> </ul>	Consent
Pupil Medical Information	Data Subject has given explicit consent	NHS / IDS / SEND Supported / Action Centre UK	Consent
Personal and Attainment data		<ul style="list-style-type: none"> <li>• Target Tracker</li> <li>• Times Table Rock Stars</li> <li>• Coventry University</li> </ul>	
Pupil and Parent Personal Data	Data Subject has given explicit consent	Teachers to Parents	Consent

**Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task**

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Pupil Personal / Medical Information	Data Subject has given explicit consent	KITS / Coventry Rugby /	Public Task
Pupil and Parent Data		Capita – School Information Management System	Public Task
Personal Information	N/A	Examination Boards (Standards Testing Agency)	Public Task
Pupil and Parent Data		GoogleMail / WeLearn365	Public Task
Pupil Images	N/A	Facebook	Public Task