



CHURCHFIELDS  
JUNIOR SCHOOL

# Privacy Notice for Parents and Carers

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May 2019

Approved by GB: May 2019

Next review due: May 2020

## Introduction

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Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, Churchfields Junior School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Fiona Alderman at the London Borough of Redbridge's Information Governance Service (see 'Contact us' below).

## The personal data we hold

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Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set examinations
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free School meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

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We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Promote the school (via newsletters and social media, with appropriate consent)

- Comply with the law regarding data sharing

We keep an overall summary of attainment and performance of pupils in our School, in order to monitor trends in teaching and learning. This data is anonymized and does not allow us to identify individual learners, once they have left our School.

### **Our legal basis for using this data**

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All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We only collect and use pupils' personal data when the law allows us to. 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 (in our case, educating young people)

Less commonly, we may also process pupils' 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)

Where we have obtained consent to use pupils' 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.

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

### **Collecting this information**

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While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

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We keep personal information about pupils while they are attending our School in both electronic and paper formats. When pupils move to a new School, we send the information to the pupil's new School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. All stored data is kept according to the Records Management Society's Retention Guidelines for Schools and destroyed after the appropriate interval, usually the 25<sup>th</sup> birthday of that pupil.

Any personal data that we are required to keep about pupils is securely stored, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular pupil. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems.

## Who will see your personal data?

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We do not share information about pupils with any third party 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) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education – to satisfy our legal requirement to report to them*
- *The pupil's family and representatives – as requested by them and in accordance with the law*
- *Examining bodies – as is required for the administration of external examinations*
- *Our regulator, Ofsted – as is legally required by them*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Health authorities – as is required by them to support in the administration of healthcare programmes*
- *Police forces, courts, tribunals – in accordance with legal requests made by them*

## National Pupil Database

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We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the School census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on School performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including Schools and Local Authorities.

The Department for Education 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 about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## Changing schools

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As per [The Education \(Pupil Information\) \(England\) Regulations 2005](#), we are required to pass pupil information on to schools that the pupil goes on to attend after leaving us. We do this via the Department for Education's ['School to School' \(S2S\) secure data transfer website](#). This also acts as a temporary information depository where a pupil has left us and the destination is not known to us.

## The NHS

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Information will only be passed to the NHS where we have a legal / statutory obligation to do so or where it is fully anonymous and cannot identify individuals, to the extent of no longer being personal data. Where the NHS otherwise require personal data for the provision of a service or research, parental and / or pupil consent will always be sought on a case by case basis.

## Transferring data internationally

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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.

## Parents and pupils' rights regarding personal data

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The General Data Protection Regulations and associated Data Protection Act 2018 allow parents and pupils the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. Individuals have a right to make a '**subject access request**' to gain access to 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.

To make a request for information; please use the contact details that can be found at the end of this notice.

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, we request that you raise your concern with us in the first instance.

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

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Sharon Storey, School Office Manager. This request may be subject to additional charges to cover administrative costs.

## CCTV

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CCTV is used for the purposes of monitoring visitors outside the school gates and for the prevent of crime. Where there is CCTV, appropriate signage is in place. Recordings are kept for 28 days. After this period has elapsed the recordings will either be recorded over or securely deleted according to the school's documented process.

Recordings will only be accessed with a genuine purpose that has been approved by the SIRO and is recorded on the access log. This will include the use of images to review internal matters, images viewed by a third party, passed on to a third party or law enforcement agency or for general maintenance.

## Other rights

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Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- 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.

## Complaints

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We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

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If you have any questions, concerns, would like more information about anything mentioned in this privacy notice, or to make a request for information, please contact our **Data Protection Officer**:

- Fiona Alderman, Information Governance, 8<sup>th</sup> Floor Rear, Lynton House, 255-259 High Road, Ilford, IG1 1NY or [dataprotection.Schools@redbridge.gov.uk](mailto:dataprotection.Schools@redbridge.gov.uk)

## Review

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*This notice is based on the [Department for Education's model privacy notice for pupils](#), amended for parents and to reflect the way we use data in this School.*

This policy is reviewed by staff and governors every year. Parents are most welcome to request copies of this document and comments are invited from anyone involved in the life of the School.