



**LONG DITTON**  
INFANT AND NURSERY SCHOOL  
THE HEART OF LONG DITTON SINCE 1911

## Privacy Notice (How we use pupil information)

May 2018

**We, Long Ditton Infant and Nursery School, a part of the Ember Learning Trust, are committed to protecting the privacy and security of our pupils' personal information. This notice describes how we collect and use that personal information in accordance with the General Data Protection Regulation ('GDPR').**

**We are a data controller under the GDPR which means we are responsible for deciding how we hold and use information about our pupils and also their families.**

### **Why do we collect and use pupil information?**

We collect and use pupil information under the GDPR where:

- we need to comply with a legal obligation; or
- where it is necessary for our legitimate interests (or those of a third party) and a pupil's/ your interests and fundamental rights do not override those interests.

We may also use your personal information in less common situations:

- where we need to protect a pupil's interests (or someone else's interests); or
- where it is needed in the public interest.

Special categories of personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in limited circumstances, with your explicit written consent.

Less commonly, we may process this type of information where it is needed in relation to;

- legal claims;
- where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent;
- or where you have already made the information public.

We use the 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

## **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address, date of birth)
- 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)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions/behavioural information.
- Next of kin, family/carer details and emergency contact details.

## **Collecting pupil information**

We collect personal information from pupils and their families at various stages, in particular, when a pupil joins the school. We may also obtain it from third parties e.g. previous nursery/school setting.

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.

## **Storing and retention of pupil data**

We have measures in place to protect the security of your personal information whether stored in hard copy or electronically. We also limit access to those people who need to see it.

We hold pupils' information for as long as we need to fulfil the purposes we collected it for. In particular:

- We hold pupil educational files whilst the child/pupil remains at the infant/primary school. The file will follow the pupil when he/she leaves the infant/primary school.
- Attendance data will be preserved for a period of three years after the date on which the entry was made and correspondence relating to authorised absences will be held for the current academic year + 2 years.
- Special Educational Needs information will be retained from date of birth of pupil + 25 years."

## **Who do we share pupil 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
- third parties who carry out services for us, such as our IT service provider.

Where we share information, those third parties are also required to keep your personal information in accordance with the requirements of the GDPR.

## **Why we share pupil information**

Save as mentioned above, we do not share 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.

### **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)**

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with 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 data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Requesting access to your personal data and other rights**

Under data protection legislation, parents/carers 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 Kellie Nolan, The School Business Manager - [knolan@longditton.surrey.sch.uk](mailto:knolan@longditton.surrey.sch.uk) or the Data Protection Officer (DPO) Satswana Ltd. – [info@satswana.com](mailto:info@satswana.com).

By law, 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.

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/>

### **Changes to personal information**

It is important that the information that we hold is accurate and current. Please keep us informed of any changes. We will periodically remind you to update us.

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact Kellie Nolan the School Business Manager or the Data Protection Officer (DPO), Satswana Ltd – [info@satswana.com](mailto:info@satswana.com); telephone number 01252 516898.

We reserve the right to update this privacy notice at any time and we will notify you, using the school newsletter if we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

(Adapted from SCC Legal Department model document) v2