

Privacy Notice

How we use your personal information



St Peter's Church of England Infant School is committed to protecting the privacy and security of personal information. This privacy notice explains how we collect and use your personal information, and should be read alongside our Data Protection Policy, which is available on the school website.

WHO DO WE COLLECT INFORMATION ABOUT?

There are four primary 'groups' that we collect information about:

- A. Pupils
- B. Parents and carers of pupils
- C. Staff and volunteers
- D. Job applicants

Relevant data groups (see above)

A B C D

WHY DO WE COLLECT AND USE PERSONAL INFORMATION?

We collect and use personal data under the following lawful bases:

• where we have consent of the data subject	✓	✓	✓	✓
• where it is necessary for compliance with a legal obligation	✓	✓	✓	✓
• where processing is necessary to protect the vital interests of the data subject or another person	✓	✓	✓	✓
• where we need to perform a contract we have entered into with you			✓	
• where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school	✓	✓	✓	✓

Where the personal data we collect is sensitive personal data (please see our Data Protection Policy for a definition of sensitive personal data), we will only process it where:

• we have explicit consent;	✓	✓	✓	✓
• processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and/or	✓	✓		
• processing is necessary for reasons of substantial public interest, based on a legal obligation, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	✓	✓		

We use the personal data to support our statutory functions of running a school, in particular:

• to decide who to admit to the school and maintain a waiting list	✓	✓		
• to support pupil learning and teaching	✓	✓		
• 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	✓	✓	✓	✓
• for the protection and welfare of pupils and others in the school	✓	✓	✓	✓
• for the safe and orderly running of the school	✓	✓		
• to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities		✓		
• to assess performance	✓	✓		
• in response to any legal procedures	✓	✓	✓	✓
• in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders	✓	✓	✓	✓
• for the shortlisting, assessment, selection and recruitment of staff and volunteers				✓
• to fulfil our obligations as an employer			✓	

THE TYPE OF INFORMATION WE COLLECT, PROCESS, HOLD AND SHARE

The categories of personal data that we collect, hold and share include:

• Personal information (such as name, unique pupil number and address)	✓	✓	✓	✓
• Professional characteristics (educational history, qualifications, experience, employment record, professional references, conflicts of interest, training, disciplinary issues,)			✓	✓

• Personal characteristics (such as ethnicity, language, nationality, country of birth)	✓	✓	✓	✓
• Free school meal eligibility		✓		
• Attendance information (such as sessions attended, number of absences and absence reasons)	✓			
• Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses	✓	✓	✓	✓
• Behavioural Information	✓			
• Attainment and assessment information	✓			
• Safeguarding of child protection information	✓	✓	✓	✓
• Special Educational Needs Information	✓			
• Relevant medical and health information	✓		✓	✓
• Information about any cautions, convictions, reprimands or final warnings which are not protected, as well as any current police investigations or pending criminal proceedings, and/or information about any disqualification or sanction imposed by a regulatory body in relation to working with children			✓	✓

Whilst in many circumstances the personal data 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 personal data to us or if you have a choice in this. Where appropriate, we will ask for appropriate consent to process this personal information where there is no other lawful basis for processing it, for example, where we wish to use photos or images of pupils on our website or on social media to promote school activities or if we want to ask your permission to use your information for marketing purposes. In these cases, you may withdraw your consent at any time.

✓ ✓ ✓ ✓

STORING PERSONAL DATA

St Peter's keeps personal data electronically, for example on our cloud-based document server, email server, or school databases (such as SIMs). We also keep some information in hardcopy format. We only retain information for as long as necessary in accordance with timeframes imposed by law and our internal data retention policy.

✓ ✓ ✓ ✓

SHARING PERSONAL DATA

Where appropriate, we may share personal data with:

• schools that the pupil's attend after leaving us	✓	✓		
• our local authority, Surrey County Council	✓	✓	✓	
• a pupil's home local authority if different	✓	✓		
• the Department for Education (DfE)	✓	✓	✓	
• parents/carers (as defined in the Education Act 1996)	✓			
• the school's governors	✓	✓	✓	✓
• NHS health professionals including the school nurse, educational psychologists	✓	✓	✓	
• Education Welfare Officers	✓	✓		
• Courts, if ordered to do so	✓	✓	✓	✓
• Prevent teams in accordance with the Prevent Duty on Schools	✓	✓		
• Other schools – if we are negotiating a managed move and we have your consent to share information in these circumstances	✓	✓		
• Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services	✓	✓	✓	✓
• Our insurance providers/the Risk Protection Arrangement	✓	✓	✓	
• IT providers providing essential services to the school, for example payment systems, educational learning tools, payroll	✓	✓	✓	
• Diocesan Officers at the Southwark Diocesan Board of Education for the purposes of receiving educational support	✓	✓		
• The Disclosure and Barring Service in order to undertake a criminal record check			✓	✓
• Relevant professional bodies in order to verify qualifications			✓	✓
• HMRC			✓	

Some of the above may be data controllers in their own right in which case we will be joint controllers of your personal data and may be jointly liable in the event of any data breaches.

✓ ✓ ✓ ✓

In the event that we share personal data with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

✓ ✓ ✓ ✓

We do not share personal data with anyone without consent unless we have a legitimate and legal basis to do so.

✓ ✓ ✓ ✓

THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in school 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. 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.

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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access to 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.

To find out more about the pupil information we share with the department, for the purposes 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>.

For more information on 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

Under data protection legislation, you 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 the School Business Manager.

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

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

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/>

CONTACT

If you would like to discuss anything in this privacy notice, please contact the School Business Manager in the first instance.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.