



Alwyn Infant School Privacy (*Data Protection*) Notice

The purpose of this Privacy Notice is to explain why we collect information, what information we collect, and how and why we might share it.

Alwyn Infant School is the Data Controller for the use of personal data in this privacy notice.

Satswana Limited is the Data Protection Officer. Their contact details are;

Office Address: Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH

Telephone Number: 01252 516898

Email address: info@satswana.com

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, and free school meal eligibility)
- Safeguarding and child protection information (such as court orders and professional involvement)
- Welfare, safeguarding and child protection information where this is relevant to, impacts on and/or is otherwise necessary to protect and support the pupil participation in school clubs and off-site activities
- 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 (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment, progress, and attainment (such as key stage 1 and phonics information)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographic records of pupils' engagement in school activities both on and off-site
- Class zoom calls recorded for safeguarding purposes
- Personal information of parents/carers and other family members with parental responsibilities/emergency contact roles (such as name, address, telephone numbers, email details, special contact information/restrictions, names of siblings/other significant relationships where appropriate/necessary)
- Communications with parents/families
- Records of payments made/due to the school in relation to co-curricular activities (where payable), meals and other supplies
- Photographic records of school events in which parents/others may appear
- CCTV information

The categories of staff information that we process include:

Personal Information (such as name, address and other contact details, teacher number, banking details, driver's licence and passport information)

- Characteristics (such as ethnicity, nationality, marital status)
- Qualifications/Clearances (such as academic qualifications, right to work, right to teach, DBS clearances)
- Emergency contact details
- Performance management information
- Pay related information
- Health and well-being information
- Attendance information
- Training records
- Job application information
- Photographic and similar records
- CCTV information

The categories of volunteer information that we process include:

- Personal information (such as name, address and other contact details)
- Clearances (such as DBS clearance and if relevant academic qualifications)
- Volunteer application information
- CCTV information

The categories of governor information that we process include:

- Personal Information (such as name, address and other contact details)
- Qualifications and clearances (such as DBS clearance, Safeguarding and Child Protection training, Safe Recruitment and Prevent qualifications)
- Declaration of Interests information
- Governor Application Forms
- Minutes of Meetings
- Governor Training Records
- Governor Attendance Records
- Photographic and similar records
- CCTV information

The categories of suppliers/contractors information that we process include:

- Personal Information (such as name/company name, address and contact details, and where appropriate for role/contact with school DBS clearance)
- Terms and conditions of business
- Payment information (such as bank details)
- Insurance coverage information
- CCTV information
- DBS information

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies/emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- For the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- For the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for dfe census information
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information)(England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- In the case of ethnicity and fingerprint information: condition a: *the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.*

Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform parents/carers at the point of collection, whether they are required to provide certain pupil information to us or if they have a choice in this and we will tell them what they need to do if they do not want to share this information with us

Storing pupil data

We hold pupil data securely for the set amount of time shown in the IRMS 'Information Management Toolkit for Schools' (version 5 Feb 2016) referred to on page 77 of the DfE document 'Data Protection: a toolkit for schools August 2018. Class zoom calls will be stored for six weeks then deleted. They will only be viewed should a concern arise.

Who we share pupil information with

We routinely share pupil information with:

- School that the pupil attends after leaving us
- Schools, other educational settings, and other professionals who are providing educational, behavioural and/or welfare support to our pupils
- Our local authority
- Other local authorities
- External agencies where we have a safeguarding and/or child protection concern
- The DfE (Department for Education)
- When requested to do so by the police
- Class zoom calls will only be shared for safeguarding purposes.
- School catering provider
- Anonymised information on entitlement to Pupil Premium, SEND (Special Educational Needs & Disability) support, EHCP (Education, Health & Care Plan), assessment, progress, attendance and behaviour, with governors, OFSTED (Office for Standards in Education) inspectors, and other education inspectors/advisers
- Names/log-in details with providers of education platforms that pupils use in school to support their learning
- Third party providers of co-curricular activities both on and off-site
- Photographic material is used on our website and school publicity material
- School nurse/NHS
- Behavioural support
- School clubs
- Cool Milk
- School photographer
- Edu-Spot (texts/emails to parents/carers, school money & parent consultation appointments)
- Entry-Sign (school signing in/out system)

Who we share staff information with

- Our local authority and its finance and personnel departments
- External advisers and training providers
- OFSTED inspectors (generally anonymised)
- Governors Pay Committee (name anonymised)
- External agencies concerned with safeguarding and child protection
- School catering provider
- Edu-Spot (texts/emails to staff & school money)
- Entry-Sign (school signing in/out system)

Who we share governor information with

- Our local authority and Governor Services
- Dfe
- On our website
- Safeguarding and child protection agencies

Who we share suppliers/contractors information with

- Our local authority finance/payment/contract teams

Why we routinely share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share information:

- To safeguard and protect pupils and other vulnerable individuals in accordance with our Safeguarding and Child Protection policies and the Keeping Children Safe in Education Regulations and our local Safeguarding Children's Board regulations to protect pupils and other vulnerable individuals for harm.
- To ensure pupils with medical needs are properly supported and their needs met
- To enable us to access funding and other support to enable pupils to access school and the curriculum in accordance with our equalities obligations
- To enable us to provide services to our pupils/families (such as meals), before and after school clubs, co-curricular activities, and events/trips
- To enable us to administer contracts of employment and third-party supply contracts
- To enable us to provide appropriate and properly protected IT services to pupils

- To enable us to manage our school budget and plan appropriately
- To enable us to properly monitor and assess the effectiveness of the teaching and learning in the school
- To celebrate the achievements of our pupils
- To ensure that receiving schools can support and provide for the needs of pupils leaving our school
- To comply with our equalities obligations
- To comply with our obligations to account for and monitor the impact of Pupil Premium and Sports Funding.

We share pupils' data with the DfE. 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 and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Department for Education

We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by the 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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR (General Data Protection Regulation), parents/carers and pupils have the right to request access to information about them that we hold. To make a request for their personal information, or be given access to their child's educational record, they are to contact the school office.

Depending on the lawful basis above, parents/carers/pupils may 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
- A right to seek redress, either through the ICO (Information Commissioner's Office), or through the courts

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 ICO at <https://ico.org.uk/concerns/>

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 the school office.

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 April 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact the school office.