

# Priestley Primary School

## Parents & Carers Privacy Notice

(How we use pupil information)



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, Priestley Primary School, Prince Charles Drive, Calne, SN11 8TG, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is: *Ashley Martin, Heddington Primary School, Calne, 01380 850489*

### The personal data we collect, hold and share

- Personal information (such as name, date of birth, unique pupil number and address)
- Contact details contact preferences, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics (such as ethnic background, eligibility for free school meals or special educational needs)
- Behaviour/exclusion information
- Relevant medical information
- Attendance information
- Relevant medical information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

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 collect and use this information

We use the pupil data:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- to comply with the law regarding data sharing

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. We collect and use pupil information under Section 537A of the Education Act 1996. The collection and processing of data is lawful under Article 6 of the General Data Protection Regulation (GDPR) as the data subject has given consent to the processing of his or her personal data for one or more specific purposes and the processing is necessary for compliance with a legal obligation to which the controller is subject. The collection and processing of personal data revealing racial or ethnic origin, religious beliefs and data concerning health, is lawful under Article 9 of the GDPR as the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

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

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 pupil information

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

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention of documents policy sets out how long we keep information about pupils and this can be found on our school website

## Data sharing

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 provide statutory information;*
- The pupil's family and representatives – *in cases of Safeguarding for example;*
- Educators and examining bodies – *to register pupils for testing e.g. SATS;*
- Our regulator – *Ofsted;*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for;*
- Financial organisations – *through Census information;*
- Central and local government – *through Census information;*
- Our auditors – *when paying for events taking place during school time;*
- Health authorities – *e.g. Height, Weight and Vision checks on pupils;*
- IT Support and Security organisations – *SWGFL Filtering Service, i2c-Solutions;*
- Health and social welfare organisations – *e.g. Virgin Care School Nurse, CAHMS etc.*
- Professional advisers and consultants – *when we call in professional support for SEND etc.*
- Charities and voluntary organisations – *e.g. to support emotional needs of pupils;*
- Police forces, courts, tribunals – *in the case of serious Safeguarding incidents;*
- Professional bodies - *when we call in professional support for SEND etc.*
- School office operating & communication systems - *e.g. Capita (SIMS student record system); Teachers2Parents (school texting service); Parentpay (Schools online payment service)*
- Online additional learning support – *e.g. ITRACK (pupil tracking), Bug Club (reading & phonic support); Doodle Maths (number support);*

## 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.

The DfE 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 about the DfE'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>

## 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.

## Parents and pupils' rights regarding personal data

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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

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

If you would like to make a request please contact our Data Protection Officer.

*Ashley Martin, Heddington Primary School, Calne, 01380 850489*

Parents / carers also have a legal right to access their child's **educational record**. To request access, please contact;

Mrs D Royal

School Business Manager

[admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk)

Tel: 01249 812608

## Other rights

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

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. A copy of our Complaints Policy can be found on our [school website](#).

To make a complaint, please initially contact the school office. 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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Andrew Marsh-Ballard, Headteacher, Priestley Primary School, **or** our Data Protection Officer:

*Ashley Martin, Heddington Primary School, Calne, 01380 850489*

*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.*

**Priestley Primary School**  
**Staff Privacy Notice**  
 (How we use school workforce information)  
 2018



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, Priestley Primary School, Prince Charles Drive, Calne, SN11 8TG, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is: Mr Ashely Martin, Headteacher, Heddington Primary School, Church Road, Heddington, Calne, Wiltshire SN11 0PJ.

**The categories of school workforce information that we collect, process, hold and share include:**

- personal information (*such as name, employee or teacher number, national insurance number*);
- special categories of data including characteristics information (*such as gender, age, ethnic group*);
- contract information (*such as start dates, hours worked, post, roles and salary information*);
- work absence information (*such as number of absences and reasons*);
- qualifications (*and, where relevant, subjects taught*);
- DBS information (*including a record of the ID used to apply*);

**Why we collect and use this information**

We process personal data relating to those we employ to work at, or otherwise engage to work at our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Facilitating safe recruitment;
- Supporting the effective performance management of staff
- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring;
- Supporting the work of the School Teachers' Review Body.

**Our legal basis for using this data**

We only collect and use staff personal data when the law allows us to. We collect and use staff information under the Education Act 1996 (Departmental Censuses). The collection and processing of data is lawful under Article 6 of the General Data Protection Regulation (GDPR) as the data subject has given consent to the processing of his or her personal data for one or more specific purposes and the processing is necessary for compliance with a legal obligation to which the controller is subject. The collection and processing of personal data revealing racial or ethnic origin, religious beliefs and data concerning health, is lawful under Article 9 of the GDPR as the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

**Who we share this information with**

We routinely share this information with our local authority, the Department for Education (DfE) and Ofsted.

If you require more information about how the DfE store and use your personal data, please visit:

[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

## Why we share school workforce information

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

### Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Storing this information

We usually hold most school workforce data for the length of the employment contract, plus 6 years (please refer to our Retention Policy).

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Office.

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 ask that you raise your concern with us in the first instance.

## Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs M Lee  
Admin Officer  
Priestley Primary School  
[admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk)  
Tel: 01249 812608

Or our Data Protection Officer (DPO):  
Mr Ashely Martin  
Headteacher  
Heddington Primary School  
[head@heddington.wilts.sch.uk](mailto:head@heddington.wilts.sch.uk)  
Tel: 01380 850489