

## **PUPIL PRIVACY NOTICE**

Privacy Notice - General Data Protection Regulation (GDPR) 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.

We (Lakenheath Community primary School) collect and process personal data relating to its pupils in order to successfully carry out our functions. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

### **Who We Are**

Under Data Protection legislation, we are a data controller.

The contact details for the school are as follows:

Lakenheath Community Primary School

Mill Road

Lakenheath

Suffolk

IP27 9DU

Tel: 01842 860256

### **Our Data Protection Officer**

The school's data protection officer is:

Schools' Choice Data Protection Team

Beacon House

Whitehouse Road

Ipswich

Suffolk

IP1 5PB

Tel: 01473 260700

### **Categories of Information**

The school collects and processes a range of information about its pupils. This includes, but is not restricted to:

- Personal information (such as name, gender, date of birth unique pupil number, NHS number and address)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical and Dietary Information
- Educational Information (such assessment information, special education needs information, exclusions/behavioural information)
- Safeguarding Information
- Photographs
- CCTV images captured on school grounds

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:

- to support teaching and 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
- to safeguard and promote the welfare of pupils
- to fulfil our contractual and other legal obligations
- to provide additional activities for pupils, for example, activity clubs and educational visits
- to protect and promote our interests and objectives - this includes fundraising

## **The Lawful Basis On Which We Use This Information**

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

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.

## **Storing Pupil 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. We hold pupil data until the child turns 24 years old.

## **Who We Share Pupil Information With**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nursing team
- school photographer
- online based software companies (Schoolcomms, test base, target tracker, mathletics, SATs companion etc)
- Residential trip venues (Eaton Vale, Burwell House)

## **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)**

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, local authorities and exam boards.

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.

## **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.

Schools' Choice Data Protection Team Tel: 01473 260700 Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

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

## **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. Please refer to our Complaints Procedure which can be found on our school's website or our school office.

## **Further information**

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

Schools' Choice Data Protection Team Tel: 01473 260700 Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)