Buckshaw Primary School
Privacy notice for Parents & Pupils
(How we use personal information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a privacy notice to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, Buckshaw Primary School, are the 'data controller' for the purposes of data protection law. Our data protection lead is the Carole Rutherford, Administrative Officer.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your personal identifiers and contact details (such as name unique pupil number, contact details and address)
- Your assessment and attainment details (such as phonics, KS1 & KS2 SATs results)
- Your attendance records (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Your characteristics (such as ethnicity, language, and free school meal eligibility)
- Any safeguarding information (such as court orders and professional involvement)
- Any Special Educational Needs (including the need and ranking)
- Any medical conditions you have (such as administration of medicine, doctors information, child health, dental health, allergies, medical and dietary requirements)
- Details of any behaviour issues (such as exclusions, and any relevant provision put in place)
- Photographs

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you when we need to
- Check how you're doing in class and decide whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- Modes of transport

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data include the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Buckshaw Primary School collects and uses pupil information to comply with legal obligation and protection of vital interests (ref: Article 6, and Article 9 where data processed is special category data from the GDPR).

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We have an agreement with you (to provide you with an education)
- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law in accordance with the Local Authorities retention policy.

Data sharing – who do we share this with?
We do not share personal information about you with anyone outside the school without permission from you or parents/guardians, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Schools that your child attends after leaving us
- Children's Services
- Health professionals (e.g. school nurse, educational psychologist, speech & language, CAMHS)
- SEND professionals or educational settings
- Suppliers and service providers – so that they can provide the services we have contracted them for e.g. CPOMS, Tucasi, dojo & Insight.
- Central and local government
- Our auditors
- Charities and voluntary organisations
- Police forces, courts, tribunals

Why we share pupil information?
We do not share personal information 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-collectionand-censuses-for-schools.

National Pupil Database
We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.
Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for

Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

Transferring data internationally
If we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Requesting access to your personal data
Under data protection legislation, parents 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 the school's Data Protection Officer – Mrs Anne Hartle (Assistant Head).

You also have the right, subject to some limitations 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, 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:

Mrs J Woodcock – Head Teacher
Mrs S Trafford – School Business Manager
Mrs C Rutherford – Admin Assistant (GDPR)