Grange Junior School
Privacy Notice (Parents/Carers)

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 a 'privacy notice' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We at Grange Junior School are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Mrs Sharon Bowers.

The categories of personal information that we may collect, use, store, and share when appropriate, about pupils includes, but is not restricted to:

- Name, contact details, contact preferences, date of birth, unique pupil number and address
- National assessment information
- Pupil curricular records
- Characteristics, such as ethnic background, language, nationality, country of birth and free school meal eligibility, or special educational needs)
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Photographs
- CCTV images captured in school
- Details of any support received, including care packages, plans and support providers
- Attendance information, such as sessions attended, number of absences/reasons and exclusion information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We collect and use this data to:

- Support pupil learning
- Monitor and report on their progress
- Contribute to improving pupil's health and reducing inequalities
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Statistical forecasting and planning
- 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. 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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.

The lawful basis for processing personal information is set out in Article 6 of the GDPR and must apply when we use personal data. The GDPR 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 pupil or other 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 processing special category data, set out in Article 9 of the GDPR we will ensure a condition for processing applies. 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.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. 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 in accordance with Hampshire County Council (HCC) retention schedule policy. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. If you would like to see a copy of the Children's Services retention schedule, please contact the Children's Services Subject Access Request (SAR):

Subject Access Request Team
Children's Services Department
Elizabeth II Court North
Winchester
Hampshire SO23 8UG
Email: childrens.services.sar@hants.gov.uk
Web: www.hants.gov.uk/subject-access-request-info

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our Local Authority (LA)

- The Department for Education (DfE)
- School nurse, NHS medical professionals
- Ed Psychologist
- After school clubs
- Sport Provider (ActiveMe360)
- School Photographer

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
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. Tucassi (payments on-line), School Photographer, School Residential Establishments
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations eg Bikeability
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education (DfE) 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 about the department's data sharing process, please visit: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data.

To contact DfE, please visit: 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. Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the DPO, Mrs Harris or Mrs Sadler, Co- Headteachers in writing.

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.

To make a complaint, please contact our data protection officer.

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:

If you would like to discuss anything in this privacy notice, please email our Data Protection Officer, Sharon Bowers on:

s.bowers@grange-jun.hants.sch.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.

Agreed and adopted by the Governors and Co-Headteachers