



School Privacy Notice for 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 '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, Terrington St Clement Community School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mr J Whitmore (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal Identifiers (such as name, date of birth, unique pupil number, contact details and address)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Results of internal assessments and externally set tests
- Pupil and curricular records (such as progress/marking notes)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Behavioural information (such as incidents of negative behaviour, exclusions and any relevant alternative provision put in place)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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 use this data

We use this data to:

- Keep children safe
- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists (Nursery only)
- Carry out research
- Meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Our legal basis for using this data

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

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 this information

We collect pupil information via registration forms and/or Common Transfer File (CTF) to secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

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 as per the schedule below. Our school uses the guidelines for retention provided in the IRMS Information and Records Management Society's toolkit for schools

Data held or collected by the school	How long is data item kept / used for?
Pupil records stored electronically	Until child is 25 years old
Safeguarding / Child Protection data	DOB + 25 years
SEN Information	DOB + 25 years
Medical	Part of pupil record
Exclusion, behaviour	Part of pupil record
Examination results / Statutory Assessments	Current year + 6 years
Attendance registers	Date of entry + 3 years
Student photos	Retained on pupil record
Student reports/assessment data not stored in MIS	Current year + 6 years

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:

Third Parties	Reason for sharing
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 meet our legal obligations & for information in the public interest
The pupil's family and representatives	to meet our legal obligations & for business continuity
Educators and examining bodies	to meet our legal obligations
Ofsted	to meet our legal obligations
Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. Doodle /Bug Club/TT Rockstars (homework provision); LanguageLink (language assessment); Pupil Asset (assessment tracking data); RM Integrus (MIS); Marvellous Me (Parent/Carer Communication); CPOMS (safeguarding/SEND reporting & tracking); School Cloud (booking system for parent mtgs). In all instances only the minimum data required is shared (in most instances this pupil name and class only). All providers are DPA 2018 compliant.	in our official authority & to meet out legal obligations
Central and local government	to meet our legal obligations
Our auditors	to meet our legal obligations
Survey and research organisations	in our official authority (only with explicit consent)
Health authorities	to meet our legal obligations
Security organisations	for business continuity
Health and social welfare organisations	to meet our legal obligations
Professional advisers and consultants	in our official authority & to meet out legal obligations
Charities and voluntary organisations	in our official authority & to meet out legal obligations
Police forces, courts, tribunals	to meet our legal obligations & in the public interest

National Pupil Database

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

Parents and pupils' rights regarding 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 Sue Kew via the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

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 have a concern or complaint 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 us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data controller, Sue Kew via the School Office. Our Data Protection Officer, Mr J Whitmore can also be reached via the school office.

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.