



# Newport Infant School and Nursery

## Privacy Notice – Use of Your Child's Personal Data

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Policy Lead	Chris Pierce – Headteacher
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### **1. Introduction**

Under data protection law, individuals have a right to be informed about how our 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 at our school.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

We, Newport Infant School and Nursery, Granville Avenue, Newport, TF10 7DX, Telephone No: 01925386610 are

the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium. (see 'Contact us' below).

### **2. The personal data we hold**

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information

- Safeguarding information
- Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs taken in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

We set out below **examples** of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education. The admission/registration forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them. Sometimes we get information from your child's doctor and other professionals where we need this to look after your child. We collect this information to help the School run properly, safely and to let others know what we do here.

Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We may need to share information about your child's health and wellbeing with the School Nurse or counsellor.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends our school or let them know if we have any concerns about your child's welfare.
- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the school.
- Depending on where your child will go when they leave us we may need to provide their information to other schools. For example, we may share information about your child's results and provide references. We may need to pass on information, which they need to look after your child.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at school or if there is a burglary.

- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your child's information with them if this is relevant to their work.
- If your child has misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.
- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your child's class teacher.
- We may use photographs or videos of your child for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a school production. If you have any concerns about us using photographs or videos of your child please speak to your child's class teacher.
- We publish photos and information on our website and sometimes arrange for an article to appear in local press about activities taking place in school.
- We sometimes use contractors to handle personal information on our behalf. The following are examples: - IT consultants who might access information about your child when checking the security of our IT network; and - we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the school site. If you have any concerns about the above, please speak to Chris Pierce - Headteacher.

### **3. Why we use this data**

We use the data listed above to:

- 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
- Comply with the law regarding data sharing

### **3.1 Use of your child's personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **4. Our lawful basis for using this data**

This section contains information about the legal basis that we are relying on when handling your child's information.

### **4.1 Public interests**

This means that the processing of your child's data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your child's information. Specifically, the School has a public interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

If you object to us using your child's information where we are relying on our public interests as explained above please speak to the Headteacher.

### **4.2 Legal obligation**

Where the School needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services, we may also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### **4.3 Legitimate interest**

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by the rights or freedoms of the child.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical

beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

#### **4.4 Vital interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

#### **4.5 Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

#### **4.6 Collecting Personal Information**

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please speak to the Headteacher if you would like to withdraw any consent given.

#### **4.7 Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **5. Collecting this data**

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## **6. How we store this data**

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Record Retention and Safe Disposal Policy sets out how long we keep information about pupils.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

## **7. Who we share data with**

We do not share information about your child 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 your child with:

- Our local authority – Telford and Wrekin Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies. We share pupil's data with the Department of Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- Our youth support services provider
- Our regulator, Ofsted
- Suppliers and service providers (a list of our current suppliers and service providers can be found below)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Suppliers and Service Providers:

CPOMs – This is a database that allows us to collate safeguarding logs about children. Access is password protected and restricted to relevant staff.

Juniper Horizons – A management information system used to record personal data related to communication with parents and registering attendance. Access is password protected and restricted to relevant staff.

T&W Research/Evaluation/Census/School organisation and Admissions Data – This is a service managed by the LA that analyses pupil data. Access is password protected and restricted to relevant staff.

WEDUC – This is a database for the purpose of communication via email/text/forms to parents/staff and for on-line payments. Parents/Staff have their own log-in and make their own changes to their personal data and for payment transactions. Access is password protected and the organisational management is restricted to relevant staff.



2Simple - 2 Build a Profile - This is a database that allows us to collate data based on assessments for learning. Access is password protected and restricted to relevant staff.

InVentry - This is a database that allows us to collate information about visitors in the school for safeguarding purposes, daily staff attendance and pupils who are late with reason given. Access to the management system is password protected and restricted to relevant staff.

3p Learning - Children register to Purple Mash, Reading Eggs using just their name, gender and date

Parenta/High Five Club - Parents register their children to attend their Breakfast and After School Clubs. Registers are kept securely in school with only name and class information. Access to Parenta is password protected and restricted to relevant staff.

Rocksteady - Parents register their children to attend their Music Club during school direct with them.

Wonde - Parents provide personal data to register for FSM vouchers. Vouchers are downloaded by school or LA or can be emailed/texted directly to them. Access to the portal is password protected (magic number) generated and restricted to relevant staff.

Google - Children are registered with just their name; access is password protected

Class Dojo - ClassDojo is connects infant school teachers, students and families through communication features, such as a feed for photos and videos from the school day. Access is password protected and the organisational management is restricted to relevant staff.

Edenred (Government FSM Vouchers Portal) - Parents provide personal data to register for FSM vouchers. Vouchers are generated and dispatched to parents by email. Access to the portal is password protected and restricted to relevant staff.

Oxford Owl - this is the platform used to provide access to online reading material for pupils in line with our Read Write Inc phonics offer. Pupils will have a personal account with a password generated by school.

## **7.1 National Pupil Database**

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 third parties, such as other organisations which promote children's education or wellbeing in England. These third parties 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.

## **7.2 Transferring data internationally**

We may send your child's information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may store your child's information on cloud computer storage based overseas or communicate with you about your child by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Headteacher.

## **8. Your rights**

### **8.1 How to access personal information that we hold about your child**

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- 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
- 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

## **8.2 Your right to access your child's educational record**

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact the Headteacher. (Please refer to the Data Protection Policy and Subject Access Request Form).

## **8.3 Your other rights regarding your child's data**

Under data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

## **9. 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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **10. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice,

please contact our data protection officer:

- Judicium - [dataservices@judicium.com](mailto:dataservices@judicium.com) or 020 3326 9174

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice,

please contact:

- Chris Pierce [a2074@telford.gov.uk](mailto:a2074@telford.gov.uk) or 01925386610