



St. Michael's C.E. Primary School

School Road, Sunninghill, Ascot, Berkshire SL5 7AD
Tel 01344 622962 Fax 01344 873763

General Data Protection Regulation

Privacy notice for parents/carers – use of your child's personal data

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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St. Michael's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Martin Tubbs (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:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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



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Why we use this data

We use this data 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

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.

Collecting this 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.

How we store this data



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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. Our School records management policy and guidelines set out how long we keep information about pupils. If you want to see a copy of our Records Management Policy, please ask at the school office.

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 RBWM** – *to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.*

The Local Authority (LA) uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. The LA is also required to maintain the accuracy of all information held about children and young people in their area. The Local Authority (LA) may also share information with other LAs.

As the law allows, pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below.

- **The Department for Education-**

DfE is the Data Controller for the purposes of the Data Protection Act. If you require more information about how the Department for Education (DfE) stores and uses personal information then please go to the following website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- **The pupil's family and representatives**

- **Department of Health (DfH)** uses anonymized information about pupils' height and weight collected in primary schools as part of the National Child Measurement Program to inform, influence and improve health policy.

- **Berkshire Healthcare Foundation Trust (BHFT)** use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires the Healthcare Trust to maintain children's names and addresses for this purpose.

The Local Authority provides the Berkshire Healthcare NHS Trust with details of pupils' names, dates of birth, addresses and schools attended in order to facilitate screening and vaccination programs, (e.g. vision and hearing) and the National Child Measurement program. **www.berkshirehealthcare.nhs.uk**



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- **Ofsted** - Ofsted uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education within the school. Ofsted also uses the views of children and young people to inform Local Authority Inspections reports but do not identify individual pupils. The Department for Education also provides Ofsted with pupil data for use in school inspection. www.ofsted.gov.uk
- **Suppliers and service providers** – to TUCASI to enable parents to pay online for school dinners, BIOSTORE so that children can choose school dinners on the screen in classroom every morning and ESCHOOLS for parents to access the school website and for school to send text and emails to parents, guardians and carers and the website POBBLE where children's writing is uploaded with their first name with Parent's consent.
- **The Office of Qualifications and Examinations Regulation (Ofqual)** regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. They maintain standards and confidence in qualifications: GCSEs and A levels in England, and vocational qualifications in both England and Northern Ireland. We're independent of government and report directly to Parliament and the Northern Ireland Assembly.

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 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.

If you make a subject access request, and if we do hold information about you or your child, we will:



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- 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.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Minal Diwakar, School Business Manager and Designated Officer on 01344 622962 or the School.

Other rights

Under the General Data Protection Regulations, 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 Designated 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 us



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

Designated Officer

- Mrs Minal Diwakar

St. Michael's CE Primary School
School Road,
Sunninghill
SL5 7AD
01344 622962

or

Data Protection Officer:

- Martin Tubbs

Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead SL6 1RF
01628 796945
martin.tubbs@rbwm.gov.uk



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