



Swanton Morley VC Primary School

General Data Protection Privacy Notice for Pupils and Their Families

Who Processes Your Information:

Swanton Morley VC Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Why Do We Collect And Use Your Information?

The school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, the local authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3) o
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To administer admissions
- To carry out research
- To promote the school and events organised by them
- To contact you when necessary for school purposes using contact details that you have provided
- To comply with the law regarding data sharing

The Categories of Pupil Information That We Process Include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements, medical information for trips)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1/2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about free school meal and pupil premium eligibility
- trips and activities and the payment of
- school meal selection and the payment of



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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 Long Is Your Data Stored For:

Personal data relating to pupils and their families at Swanton Morley VC Primary School is stored in line with the school's GDPR Data Protection Policy. We hold a child's education records securely until they leave this school for a different destination. Their records are then transferred securely to their new school.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who We Share Pupil Information With:

Swanton Morley VC Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We share pupil information with:

- schools that the pupils attend after leaving us
- the Department for Education (DfE)
- National Pupil Data Base
- NHS (school nurse)
- Norfolk County Council in respect of Children Missing Education/Attendance/Safeguarding
- Providers of education services that hold pupil data e.g. Pupil Asset
- We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

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 data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by 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.

Why We Share Pupil Information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in year admissions process.



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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. To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. 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.

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: **Suzie Day, Data Protection Officer, Swanton Morley Primary School, Manns Lane, Swanton Morley, Dereham, Norfolk NR20 4PX** or by email: office@swantonmorley.norfolk.sch.uk

You also have the right 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
- a right to seek redress, either through the ICO, or through the courts

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:

If you would like to discuss anything in this privacy notice, please contact: **Suzie Day, Data Protection Officer, Swanton Morley Primary School, Manns Lane, Swanton Morley, Dereham, Norfolk NR20 4PX** or by email: office@swantonmorley.norfolk.sch.uk