

Peel Common Primary School and Nursery

Privacy Notice (How we use personal information) For Pupils and Parents

Peel Common Primary School and Nursery is the Data Controller for the use of personal data in this privacy notice. Under data protection law, individuals have a right to be informed 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.

Why do we collect and use personal information?

We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care and protect pupil welfare
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law (including legal requirements to share data with the local authority and Department of Education)
- To keep children safe (food allergies or emergency contact details)
- Contribute to improving pupils' health and reducing inequalities
- To meet the statutory duties placed upon us by the Department for Education

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Parent/guardian contact details, contact preferences, address
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend) and exclusions
- Pupil premium status
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Post 16 learning information
- Photographs taken within school and on school trips
- Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

The General Data Protection Regulation 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 data subject or another 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 the personal information is Special Category 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.

Our requirement for this data and our legal basis for processing this data, where complying with a legal requirement includes:

- section 537a of Education Act 1996

- Education Act 1996 s29(3)
- Education (School Performance) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with the Children's Services retention schedule.

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) Team by email childrens.services.sar@hants.gov.uk or by post on

Subject Access Request Team Children's Services Department Elizabeth II Court North Winchester Hampshire SO23 8UG

Who do we share pupil information with?

We routinely share pupil information with:

- Schools
- Local authorities
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- NHS including the school nurse
- Educators and examining bodies and our regulators e.g. Ofsted
- A range of other third party suppliers – these are a variety of agencies and suppliers/contractors. We rigorously and regularly review the information we share with these companies to ensure that they only have the information required to fulfil their contract of legal obligations.

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. 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.

We are required to share information about our pupils with our local authority (LA) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, 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 Headteacher or DPO via the school email address: admin@peelcommon.co.uk.

You also have the right, subject to some limitations 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 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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by emailing admin@peelcommon-jun.hants.sch.uk marking it for the attention of the Data protection Officer.

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated Monday 3rd March 2025

Contact:

If you would like to discuss anything in this privacy notice, please contact the Headteacher or Data Protection Officer.

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

Updated: 03/03/2025