



PRIVACY NOTICE

How we use personal information relating to our pupils

How the school uses pupil information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, date of birth, unique pupil number, contact details and address
- **Characteristics** – e.g. gender, ethnicity, language, religion, medical information, eligibility for free school meals and sibling information.
- **Safeguarding information** – e.g. court orders, professional involvement and contact with non-resident parents
- **Contact information** – e.g. parental and other contact names and telephone numbers for use in case of emergency.
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government
- To safeguard children in our care

- To record attendance
- To provide any additional support

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing pupil information are:

We collect and use pupil information under the legal basis of public interest as an educational setting/school with the delegated task of educating and safeguarding the children in our care and under a legal obligation which necessitates our school making statutory data returns to the Department for Education (Dfe) and our Local Authority (as described in Article 6, GDPR).

Our school is obliged to make statutory pupil census returns and hold attendance information under the following legislation:

Education Act 1996 – Section 434 (1), (3), (4) & (6) and Section 458 (4) & (5)
 Education (Pupil Registration) (England) (Amendment) Regulations 2013
 Department of Education Advice on Attendance (Nov 2016)

The special categories of data have been collected through explicit consent from the data subject in support of the specific purposes for which the data is being used in the education and safeguarding of pupils in our care [Article 9, GDPR].

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>.

Whilst the majority of pupil information you provide to us is mandatory (for reasons described above), there may be some information which we ask you for which is not mandatory but provided on a voluntary basis.

In some cases, we will ask you for information on the legal basis of **legitimate interest** where the information is required to support an educational or safeguarding function (e.g. a parent/carer email address or mobile contact number so that we can contact the parent/carer in an emergency or reasons involving the safety of the child).

The data we collect relating to medical health information is necessary to protect the **vital interests** of the child so that we can ensure a child's medical needs are properly addressed and catered for.

As a Parent/carer, you cannot decline a data collection but you have right to decline providing information for self-declared data items by selecting the 'Refused' option e.g. ethnicity.

There are certain personal data items (e.g. photographs) which we collect on the legal basis of legitimate interest. We will ask you for your explicit consent about how these data items can be used if the purpose extends beyond holding the data within our main management information system (e.g. photograph on our school's website). As a parent/carer you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose or use the information in new software, we will ask for your explicit consent to do so.

The special categories of data have been collected through explicit consent from the data subject in support of the specific purposes for which the data is being used in the education and safeguarding of pupils in our care (Article 9 of the UK GDPR).

How do we collect your information?

We obtain pupil information for the start of each academic year through our 'new pupil' registration forms. We also collect any changes to pupil information through update forms during the academic year as part of our data administration process to keep the information we hold as up-to-date as possible. We also collect information through secure file transfers which contain relevant information (e.g. name, date of birth, attendance details) about our new pupils from their previous schools.

- Registration forms
- Common Transfer File (CTF) from your previous school
- Child protection plans
- Student update forms

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

How do we store your information?

We fully adhere to our Data Protection policies which outline our procedures and processes for accessing, handling and storing data safely in accordance with all the GDPR principles. These policies are regularly reviewed and ratified by our governors. The following processes ensure that we comply with data protection legislation in how we manage the protection of personal data:

- Our networks, file systems and server operating systems are secured through firewalls and spyware/ virus detection programs on our servers to prevent unauthorised access to our data
- Data held in a physical location within the school is held securely and only accessible by staff with appropriate authorisation
- Access to data on systems is through individual passwords which are carefully managed and monitored
- Any data that is removed from the school is minimised and encrypted
- Older data is safely removed from computers and other devices

- Data shared with the DfE and the Local Authority is shared through secure file transfer systems. Any data shared with other legitimate third parties where there is a legal basis for sharing will only be shared through secure methods.
- Data shared with third party software suppliers is controlled by the school. We will only deal with suppliers who can demonstrate that they comply with the requirements of data protection legislation and not use personal data for any other purpose than the purpose for fulfilling the functions we have contracted with them (e.g. assessment).
- We ensure all staff receive regular training on data protection

We also adhere to our **Data Breach Procedures Policy** in the event of a data breach. These procedures explain how our school responds to occurrences of known or reported data breaches. A copy of this policy is available on our school website at www.kingsmoorschool.co.uk.

Requesting access to your personal data

Under data protection regulations, you as the parent/carer and pupils (from the age of 13) have the following rights:

- Right to be informed
- Right to access to your child's or your personal information
- Right to have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances
- Right to object to processing of personal data that is likely to cause, or is causing, damage or distress
- Right to restrict processing for the purpose of direct marketing
- Right to data portability
- Right to object to decisions being taken by automated means
- Right to claim compensation for damages caused by a breach of the Data Protection regulations

It should be noted that some of these rights will not apply in circumstances where allowing them would significantly reduce or prevent our ability to perform our duties as a school and safeguard the children in our care.

You do have the right to request access to personal information about you and/or your child that we hold. To request access to your personal information or to your child's educational record, you can make a **Subject Access Request (SAR)**. For further information about this contact the school office on 01525 712448 or email schooloffice@kingsmoorschool.co.uk.

Our school will follow procedures outlined in our **Subject Access Request Policy** available from our website www.kingsmoorschool.co.uk which follows the guidelines promoted by the data protection regulations.

Please note that whilst we aim to respond to requests within the required time period of one month, we may not be able to honour this time period if we receive requests just before or during school holidays. If the nature of the request is complex and/or the request falls within a holiday period, we will aim to reach a mutually agreed alternative time period.

How long we keep personal information

We hold pupil data for the period determined appropriate for the different types of data we hold.

We will keep information for the minimum period necessary in accordance with DfE's data retention recommendations which take into account legal and safeguarding considerations linked to the types of data held. Our **Data Retention Schedule** can be found on our website at www.kingsmoorschool.co.uk.

All information is held securely and will be destroyed as appropriate under secure and confidential conditions.

Let us know of any changes to personal information and emergency contact information

As a matter of course, we will contact you at least once a year to ensure that all the personal information and emergency contact details we have for your child is accurate and up-to-date. We would encourage you very strongly to ensure that any changes to phone numbers in particular are notified to our school office as soon as possible.

Reporting concerns about our data protection processes

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting *the Headteacher* on 01525 712448 or email schooloffice@kingsmoorschool.co.uk

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DFE) – Wonde
- Weduc (Reach More Parents) – Parent Communication Platform
- Schools that you go to after leaving us
- School Nurse
- Target Tracker
- Online Educational Software
- Remote Learning
- School Music Services (Inspiring music) & music teachers
- Extra-curricular clubs
- Cool Milk
- Fruit & Vegetable Scheme (free fruit and vegetables for pupils in Foundation Stage and Key Stage 1).

- Redborne School Partnership
- Smartlog Medical Tracker
- Studybugs – Attendance Software

The majority of our pupil information is processed in our main Management Information System (MIS). However, our school also purchases third party software to help us provide additional functions and services. Certain data held on our main management information system is also shared with third party software providers for the following reasons:

- Assessment software which uses the main pupil information such as name, class, date of birth and some contextual information to help us record attainment and track progress
- Text messaging software which uses the contact names and telephone numbers used to notify parents/carers of certain events and important notices
- Online payments system which uses our pupil names and classes to link to parent users for the purpose of enabling payments for meals etc.

We actively ensure that all of the third-party software organisations we share data with comply with the General Data Protection Regulations through their Privacy Notices and Data Sharing Agreements that they share with us.

Why do we share your information?

We do not share information about our pupils with anyone without consent unless the legal basis for holding and sharing the data allow us to do so.

We share pupil data with the Department for Education (DfE) and the Local Authority on a statutory basis through data collections such as the school census under the following statutes:

Section 573A of the Education Act 1996

Education Act 1996 s29(3)

Education (School Performance Information)(England) Regulations 2007

Regulations 5 & 8 School Information (England) Regulations 2008

Education (Pupil Registration) (England) (Amendment) Regulations 2013

Further information about the data collection requirements placed on our school by the DfE through the school census can be found at

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The data shared with the DfE and the local Authority is **for the purpose of:**

- determining school funding which is calculated based upon the numbers of children and their characteristics in our school
- informing the monitoring of 'short term' education policy such as Pupil Progress measures

- supporting the 'longer term' research and monitoring of educational policy

Most of the pupil data we share with the DfE is held within their **National Pupil Database** (NPD). *Please refer to the last page of this Privacy Notice for more information about the NPD and their basis for sharing data with third parties.*

Our Local Authority's Privacy Notice relating to **early years pupil information** can be found at <http://www.centralbedfordshire.gov.uk/school/professionals/two-year-old-funding/privacy.aspx> and their Privacy Notice relating to **pupil information** can be found at <http://www.centralbedfordshire.gov.uk/schools-portal/administration/school-privacy-notice.aspx>

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

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- **[Maintained schools only]** Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

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

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the Headteacher on 01525 712448 or email schooloffice@kingsmoorschool.co.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Headteacher in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Headteacher, on 01525 712448 or email schooloffice@kingsmoorschool.co.uk.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 06th March 2023.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Headteacher on 01525 712448 or email schooloffice@kingsmoorschool.co.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.kingsmoorschool.co.uk/> the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our [Data Protection Policy](https://www.kingsmoorschool.co.uk/policies/) from <https://www.kingsmoorschool.co.uk/policies/>

Declaration

I, (name of parent) declare that I understand:

- The categories of my personal information Kingsmoor Lower School collects and uses.
- Kingsmoor Lower School has a lawful basis for collecting and using my personal information.
- Kingsmoor Lower School may share my information with the DfE, LA and other stated organisations.
- Kingsmoor Lower School does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with Kingsmoor Lower School's Records Management Policy.
- My rights to the processing of my personal information.

Name:

Signature:

Date:
