# 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' (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.

We, Watlington Community Primary School are the 'data controller' for the purposes of data protection law. Our data protection officer is DPE

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
- Video Images from CCTV

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

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
- Safeguarding and protection of premises and staff
- Government Track and Trace

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- Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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

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 schedule for keeping information is generally 7 years, as this is the length of time pupils are with us, but is longer if we are required to keep them by law.

### 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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Track and Trace – see note below re Covid 19 arrangements
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- 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
- Professional bodies

**COVID-19**

Data collected for the purposes of public health (including visitor contact data for COVID-19) will be kept as long as required. Contact data for visitors will be kept for 21 days after the most recent visit, with information on visitors kept as per standard retention requirements. Public Health data may be shared with third-parties as required including, but not limited to:

- National Health Service (including NHS Test and Trace)
- Public Health England
- Other local health authorities

Data collected and processed for public health purposes is done so under GDPR Article 9(2)(i) which states: (in part) "processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health..." and Recital 54 which includes: "The processing of special categories of personal data may be necessary for reasons of public interest in the areas of public health without consent of the data subject."


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, 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:
- 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. If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact The Headteacher, via the school office.

Other rights
Under data protection law, 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 data protection 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
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:
Data Protection Education Ltd
Unit 1 Saltmore Farm, New Inn Road Hinxworth Herts SG7 5EZ
0800 0862018
admin@dataprotection.education
(This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school)

# WATLINGTON CP SCHOOL – Appendix 1

The third parties the school uses are as listed below:

## Curriculum Resources

Epic Books  Privacy (getepic.com)

Reading Plus Privacy Policy - Reading Solutions (readingsolutionsuk.co.uk)

Reading Eggs Privacy Policy – Reading Eggs

Phonics Play  PhonicsPlay - Privacy Policy

Twinkl Go  Primary Resources - KS2, KS1, Early Years (EYFS) KS3, KS4, Twinkl

Discovery Education  Privacy policy | Discovery Education UK

Charanga  Privacy Policy - (charanga.com)

Study Ladder  The Studyladder Privacy Policy

Letterjoin  Terms & Conditions (letterjoin.co.uk)

NELI (OUP)  Oxford University Press - Privacy Policy (oup.com)

## Communication Tools

E4Education (School Website)  https://www.e4education.co.uk/privacy-cookies/

Tapestry  Privacy Policy | Tapestry

Parent Hub  Privacy Centre – Parent Hub

Teachers to Parents https://eduspot.co.uk/

## Catering

Norse  https://norsegroup.co.uk/privacy-policy/

## Management Information

RM Integris MIS  RM plc Privacy Policy (May 2018) - RM-plc-Privacy-policy.pdf

Early Excellence  Privacy Policy | Early Excellence

My Concern Safeguarding  Our Privacy Policy - MyConcern

Perspective Lite  Privacy Policy | Angel Solutions Ltd


**Other Organisations**

Microsoft  Privacy – Microsoft privacy

NHS NHS England » NHS England's privacy notice

Tempest Photographers  Privacy Policy (htempest.co.uk)

Koboca (Student Voice)  Koboca - Home

Edenred Edenred UK Privacy Policy & Accessibility Information - Edenred


**After School Clubs**

Premier Sports Privacy Policy - Premier Education (premier-education.com)

ICS Sports  Home | ICS Coaching | Norfolk