



## TRUMPS GREEN INFANT SCHOOL

### Privacy Notice For Parents/Carers

#### How we 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, at Trumps Green Infant School, are the 'data controller' for the purposes of data protection law. Our Interim Data Protection Officer is Kay Crook (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, unique pupil number
- Characteristics (such as ethnic background, eligibility for free school meals, or special educational needs)
- Safeguarding information
- Information relating to SEND
- Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information such as results of internal assessments and externally set tests
- Behaviour information e.g. exclusion information
- 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.

#### Why we collect and use 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)

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.

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
- Comply with the law regarding data sharing

### Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### How we store this data

We hold pupil data for in line with the school's GDPR Data Protection Policy. 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.

### 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.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority to meet our legal obligations, such as safeguarding concerns and exclusions
- the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- NHS
- The pupil's family or representatives
- Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### Why we share pupil information (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.

### Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our Interim Data Protection Officer.

### 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:

- 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 Interim Data Protection Officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Kay Crook (School Business Manager/Interim Data Protection Officer).

### 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 Interim Data Protection Officer.

### Contact us

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

- Kay Crook - School Business Manager/Interim Data Protection Officer contactable through the main school office 01344 843928