

# Privacy Notice

## Pupils & their

## Parents/Carers

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## Privacy notice for pupils and their parents/carers

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 and their parents/carers**.

We, **Park Street Church of England (VA) Primary School, Lower Park Street, Cambridge, CB5 8AR**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Nicola Cook (see 'Contact us' below).

### The personal data we hold

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as gender, ethnicity, religion, language, nationality, country of birth and free school meal eligibility or special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Safeguarding information
- Exclusions/behavioural information
- Information for which additional funding is available (such as Pupil Premium eligibility, Registered Traveller and Parents in Armed Forces)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Details of who is authorised to collect pupils (such as name, relationship to pupil, and walk home alone permission)

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 collect and use this information under our legal requirements to provide education. The main pieces of legislation are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

We use this data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes
- To carry out research
- To administer admissions waiting lists

- To support pupil funding
- To safeguard pupils
- To comply with the law regarding data sharing

## 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.

Below is an outline of the retention periods for different types of data, based on legislation and current DfE guidance.

- **Admissions:** 1 year after the pupil leaves, unless there has been an appeal, in which case 5 years after the pupil leaves
- **Attainment:** 5 years after the pupil leaves
- **Attendance:** 1 year after the pupil leaves
- **Behaviour:** 1 year after the pupil leaves
- **Exclusions:** 1 year after the pupil leaves
- **Catering & Meals:** 1 year after the pupil leaves, except for free school meal eligibility, in which case 7 years
- **Trips & Activities:** 1 month after the event or activity has taken place. Exceptions are financial information (7 years) and major medical event information (pupils are 25 years old)
- **Medical Information:** Permission slips (1 month after the permission lapses), Medical conditions and ongoing treatment (1 year after the pupil leaves) and Medical Incidents (pupils are 25 years old)
- **Safeguarding:** Until the pupil is 25 years old
- **Personal identifiers, contacts and personal characteristics:** Images used in school displays (1 year after pupil leaves). Names, postcodes and characteristics (5 years after the pupil leaves)
- **Information only relevant when at the school:** Within 1 month of the pupil leaving school

## 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:

- schools that the pupils attend after leaving us
- our local authority (Cambridgeshire County Council) to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE) to meet our legal obligations to share certain information with it
- the NHS for the purpose of vaccination and measurement programmes
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator
- Police forces, courts, tribunals

## 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 information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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: [office@parkstreet.cambs.sch.uk](mailto:office@parkstreet.cambs.sch.uk)

## 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**:

- Nicola Cook
  - [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

*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.*