

# **Privacy Notice for pupils and their families at Toftwood Infant and Junior School Federation.**

## **Who processes your information?**

Toftwood Infant and Junior School Federation is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer(DPO) acts as a representative for the school with regard to its data controller responsibilities; they can be contacted via the school office.

For Toftwood Infant and Junior School Federation the DPO is sourced from the Local Authority(LA). The Governing Board's role is to oversee and monitor the Federation's data protection procedures, and to ensure they are compliant with the GDPR. This will be supported by the DPO who will produce an annual report for Governors.

## **Why do we collect and use your information?**

Toftwood Infant and Junior School Federation holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Section 83 of the Children Act 1989.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care including safeguarding children

- To assess the quality of our service
- To comply with the law regarding data sharing

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information - e.g. names, unique pupil numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information - e.g. number of temporary exclusions
- Photographs/Videos - these will be used to aid our records management and procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Toftwood Infant and Junior School Federation and their families is stored in line with the school's GDPR Data Protection Policy. We hold a child's education records securely until they change school or leave our school for a different destination. Their records will then be transferred to their new school, where they will be retained until they reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

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.

## Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database(NPD) is owned and managed by the DfE 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>

Toftwood Infant and Junior School Federation will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA and their commissioned providers of LA services
- Department for Education
- The NHS
- Providers of education services that hold pupil data e.g. My Maths, Tapestry, Teachers 2 Parents, School Money

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

### **Why we share pupil information**

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

In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

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.

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

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

### **What are your rights?**

Under data protection legislation, 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 school office who will pass the request to the DPO as appropriate.

You also have the right to:

- Be informed about how Toftwood Infant and Junior School Federation uses your personal data.
- Request access to the personal data that Toftwood Infant and Junior School Federation holds.
- In certain circumstances have inaccurate personal data rectified, blocked, erased amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by solely automated means.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Toftwood Infant and Junior School Federation and/or the DfE is collecting or using your personal data, you can raise a concern with us in the first instance. If your concerns remain you can contact the ICO on 0303 123 1113, Monday-Friday 9am-5pm or visit <https://ico.org.uk/concerns/>

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.toftwood.norfolk.sch.uk](http://www.toftwood.norfolk.sch.uk)) or download our GDPR Data Protection Policy.

You can also visit the NCC website if you need more information about how NCC use and store your information at <https://www.norfolk.gov.uk> or you can email the following address: [information.management@norfolk.gov.uk](mailto:information.management@norfolk.gov.uk)

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

If you would like to discuss anything in this privacy notice, please contact

[admin@toftwood.norfolk.sch.uk](mailto:admin@toftwood.norfolk.sch.uk)

or

[office@toftwood-jun.co.uk](mailto:office@toftwood-jun.co.uk)