



Privacy Notice

Policy approved and adopted: May 2019

Review date: May 2022

Under data protection law, individuals have a right to be informed about how Cove Junior School uses any personal data that is held 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, Cove Junior School, are the 'data controller' for the purposes of data protection law.

Why do we collect and use personal information?

We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To safeguard and care for the pupils and other vulnerable individuals
- To provide appropriate pastoral care
- Allow the school to access support (both practical and financial) for pupils
- Allow the school to plan for and appropriately support the welfare, health, emotional and social, as well as educational needs of pupils and families
- Access support for pupils and families from third party/external agencies
- Monitor pupil attendance and behaviour
- Allow the school to collect and monitor payments for school trips, lunches, and other income due to the school
- Allow the school to communicate with parents, carers, and other stakeholders (all basic contact information)
- Enable pupils to have access to and maintain access to appropriate online facilities (information collected to allow use of apps/learning platforms)
- To assess the quality of our services and how well our school is doing
- To enable us to undertake statistical forecasting and planning
- To comply with the law regarding data sharing

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Welfare needs information
- Safeguarding and child protection information
- Participation in school-provided clubs including breakfast and after-school clubs and other co-curricular

- activities both on and off-site
- Photographic and similar records of the pupils' engagement in school activities (both on and off-site)
- Communications with parents/families
- Records of payments made/due to the school in relation to co-curricular activities (where payable), meals and other supplies

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

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with our retention schedule. In accordance with our retention schedule we retain pupil's educational records whilst the pupil remains at the school. If the pupil transfers to a school within Hampshire, after leaving the School, we destroy all records when they leave. In all other circumstances we retain either a copy or the original records until the pupil is 22 years old.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Schools, other educational settings, and other professionals who are providing educational, behavioural and/or welfare support to our pupils
- Our local authority
- The Department for Education (DfE)
- External agencies where we have a safeguarding and/or child protection concern
 - when requested to do so, the Police
- LA catering providers to enable provision of meals
- Anonymised information on entitlement to Pupil Premium, SEND support/ECHP, assessment, progress, attendance and behaviour, with Governors, Ofsted Inspectors, and other education inspectors/advisers
- Names/log-in details with providers of education platforms that pupils use in school to support their learning
- Third party providers of co-curricular activities both on and off-site
- Members of the general public through photographic material that is used on our website and school publicity material

Why we share pupil information

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

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.

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.

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. 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
- 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to make a 'subject access request' to gain 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 Data Protection Officer (see contact section below).

You also have the right, subject to some limitations, to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact, via the school office:

Mrs Z Fuller, Data Protection Officer via the School Office, Cove Junior School, Fernhill Road, Cove, Farnborough, Hants GU14 9SA. Tel 01252 542941 or adminoffice@cove-jun.hants.sch.uk