

Mount Pleasant Junior School

Policy Document



Policy for:	Privacy Notice – Pupils and Parents/Carers Personal Information
Overarching area:	Data protection Act 2018
Date ratified:	22 March 2023
Date of review:	22 March 2024

Privacy Notice (How we use personal information)

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
 - to promote and protect pupil welfare, including protecting their health and taking action to enable all children to have the best outcomes
 - to carry out safeguarding activities and duties
 - to monitor and report on pupil progress
- to provide appropriate pastoral care
 - to assess the quality of our services and how well our school is doing
 - 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 and contact details, including also parents/carers names and contact details)
- 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
- Academic progress/Assessment information
- Relevant medical information
- Safeguarding Information
 - Special educational needs information
 - Exclusions/Behavioural information
- Photographs, CCTV images and videos

The Data Protection Act 2018 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 Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equality Act 2010.

The lawful basis on which we process this information

We process this information under Article 6 of the Data Protection Act 2018:

- 1.b the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- 1.e the 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

And Also under Article 9:

- 2.b processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

2.g processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

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 support of exercising our official tasks. In order to comply with the Data Protection Act 2018, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

Storing personal data

The Local Authority will hold pupil data in accordance with its [retention schedule](#):

The school will hold pupil data as outlined in the LA retention schedule above.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools/other education
- providers of our local authority
- the Department for Education (DfE)
- The NHS
- Other Local Authorities

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>.

We also share pupil information to:

Meet our statutory duty to create and maintain an admission register under the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, without which schools are unable to enrol a pupil.

Support teaching and learning. In order to facilitate this, we may share information with the software supplier (listed at the end of this document) to set up the systems needed for pupils and parent/carers to access.

Monitor and report on academic progress.

Provide appropriate pastoral care (Keeping Children Safe in Education 2019). Assess how well we, as an education provider, are doing.

Co-operate with Southampton City Council and external partners, for example the NHS, to improve the well-being of children, under the duty of the Children Act 2004. Working Together to Safeguard Children (2015), Section 175 of the Education Act 2002 and Keeping Children Safe in Education Statutory Guidance (2020).

Share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (2015)

Share data with professionals commissioned by the school or working with a pupil such as the School Nurse or health services.

Comply with our statutory duty under the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument and subsequent amendments in The Education (Pupil Information) (England) (Amendment) 2008 to create a Common Transfer File when a child ceases to be registered at a school and becomes a registered pupil at another school in England or Wales. This would also apply to pupils who are dually registered at more than one school. If a Common Transfer File cannot be sent to a new school when a pupil leaves, one must be sent to the DfE Lost Pupil Database.

Provide information via statutory census returns to the DfE and in turn this will be available for the use of Southampton City Council to carry out its official functions, or a task in the public interest. Further information can be found online at

<https://www.gov.uk/guidance/school-level-annual-school-census>

Send pupil information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under data protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

Notify Southampton City Council on a termly basis of all pupils on a reduced timetable so that the local authority can comply with statutory Ofsted requests for data at the time of inspection. Comply with the statutory requirements of the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, notifying Southampton City Council if a child leaves the school and providing forwarding details. A failure to provide this information will result in pupils being recorded as a "Child Missing Education", in accordance with the government definition.

Provide attendance information to Southampton City Council so that its duties under the Anti-Social Behaviour Act 2003, Section 444 of the Education Act 1996 and Section 36 of the Children Act 1989 (Education Supervision Orders) can be met.

Provide exclusion information to Southampton City Council so that its duty Under Section 19 of the Education Act 1996 can be met.

Meet our duty to provide information about any exclusions within the last 12 months to the Secretary of State and (in the case of maintained schools and PRUs) the local authority, in accordance with The Education (Information About Individual Pupils) (England) Regulations 2006.

When your child applies for further education or training, the school / LA may forward information to colleges or providers in order to aid your child's transition into further education or training

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>

Requesting access to your personal data

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 Richard Ware, School Business Manager.

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;

and 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:

Richard Ware, School Business Manager

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[The Data Protection Act 2018 \(southampton.gov.uk\)](http://southampton.gov.uk)

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Solicitor for Education: Legal Services, Southampton City Council, Ground Floor,
Civic Centre, SO14 7LY

Public Communications Unit: Department for Education, Sanctuary Buildings, Great Smith
Street, London, SW1P 3BT

Website: www.education.gov.uk

Email: www.education.gov.uk/help/contactus

Telephone: 0370 000 2288

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Software supplier	Staff, Pupil and Contact Database: Capita SIMS Library System: Libresoft Online Office Suite (including email, calendar and storage): Office 365 Dinners, Clubs Payments: Tucasi Secure File Transfer: DFE S2S, AVCO Anycomms