

# **PRIVACY NOTICE**

**for**  
**St Stephen's Junior School**

## **Privacy Notice – How we use pupil/parent information**

### **Why do we collect and use pupil information**

Under UK Data Protection law (UK GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This Privacy Notice explains how we collect, store and use personal data about pupils.

St. Stephen's Junior School are the 'data controller' for the purposes of Data Protection Law.

### **The Personal data we hold:**

Personal data that we may collect, use, store and share (where appropriate) about pupils includes, but not restricted to:

- Name
- Contact details, contact preferences, date of birth, Identification documents
- Parental, sibling and extended family details
- Children who are adopted from care, looked after children and those children under special guardianship
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, pupil premium or special educational needs
- Exclusion information
- Details of any medical information, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

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:**

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to administer admissions waiting lists
- to carry out research
- to comply with the law regarding data sharing
- to celebrate pupil's achievements

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 in Education, or becoming electively Home Educated. This information also supports the In year admission process.

## **Our Legal basis for using this data:**

We only collect and use pupil's 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 pupil's 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 pupil's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how it can be withdrawn.

Some of the reasons above for collecting and using pupil data overlap and there may be several reasons which justify our use of this data.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

## **Storing pupil information**

St Stephen's Junior School keep information about pupils/parents on computer systems and also sometimes on paper.

We hold education records securely until a pupil changes school. The records will then be transferred to your new school, where they may be retained until the child reaches the age of 25, after which they are safely destroyed.

## **Who do we share pupil information with?**

There are strict controls on who can see this information. We will not share 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.

Where it is legally required, or necessary (and it complies with the UK General Data Protection Regulations), we may share personal information with

- schools that the pupils attend after leaving us
- our local authority (Kent County Council) and their commissioned providers of local authority services (eg admissions/Appeals)
- the Department for Education (DfE) (eg attainment, tests)
- Pupil's family (eg Attendance)
- Educators/Assessors and exam bodies (eg Statutory and not statutory tests)
- Our regulators, Ofsted, DfE and the ESFA (pupil data)
- Health Authorities (eg Immunisations)
- Health and Social welfare organisations (eg Social services)
- Professional advisers (eg Educational psychologist)
- Police force (in relation to safeguarding)
- Collaborating schools (for moderation purposes)
- Third-party providers of information services (such as student apps) (permission will be sought)
- Contracted providers of services (such as school photographers)
- Third party providers who supply Assessment and Tracking services of pupil data to aid assessment and pupil progress.

This list is not exhaustive.

## 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.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role; this will include telephone contact details.

### 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 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>

### **Transferring data internationally**

Where we transfer data to a country or territory outside the UK, we will do so in accordance with data protection law.

### **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. 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 the information from
- Tell you who it has been shared with
- Give you a copy of the information in an intelligible form.
- Let you know whether any automated decision making is applied to the data and any consequences of this.
- To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer:-

### **Invicta Law Ltd**

**DPO contact telephone number: 01622 392051**

**DPO contact email address: [dpo@invicta.law](mailto:dpo@invicta.law)**

You also have the right 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

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

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/> or call 0303 123 1113

### **Contact:**

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact:

Information Resilience & Transparency Team  
Room 2.71 Sessions House  
Maidstone, Kent,  
ME14 1XQ

Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

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

If you would like to discuss anything in this privacy notice, please contact: Mrs J Dowkes on 01227 464119 or [admin@ststephensjuniorschool.co.uk](mailto:admin@ststephensjuniorschool.co.uk)

