

# Nunnery Wood Primary School

## GDPR Privacy Notice for Pupils and their Families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement is within the General Data Protection Regulation (GDPR). Our Privacy Notice includes information on processing individuals' personal data, in order to be compliant with the GDPR.

### Who processes your information?

Nunnery Wood Primary School 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. Mrs. R Higgins (Headteacher) acts as a representative for the school with regard to its data controller responsibilities;

Mrs. Higgins can be contacted on 01905 354154 or [office@nunnerywoodprimary.worcs.sch.uk](mailto:office@nunnerywoodprimary.worcs.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Nunnery Wood Primary School upholds are imposed on the processor.

Mr C Bailey is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

The data protection officer can be contacted on [office@nunnerywoodprimary.worcs.sch.uk](mailto:office@nunnerywoodprimary.worcs.sch.uk)

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

Nunnery Wood Primary School 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, LA and/or the 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

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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
- To enable the school to provide a public service to the pupils and parents
- 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, 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
- Child Protection information
- Behavioural information – e.g. number of temporary exclusions

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 Nunnery Wood Primary School and their families is stored in line with the school's GDPR Data Protection and Records Management Policies.

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?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Worcestershire local authority
- the Department for Education (DfE)
- Data Protection Officer \*
- Virtual Schools – Looked After Children

\*Only to the extent it is required by them to discharge their responsibilities and only in a secure and portable manner.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Nunnery Wood Primary School is 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. 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 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>

Nunnery Wood Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school from time to time shares pupils' information with:

- Pupils' destinations upon leaving the school
- Worcestershire Local Authority
- The NHS
- Police
- Behaviour Support Services (with consent)
- Learning Support Services (with consent)
- Educational Psychologist (with consent)
- Virtual Schools – Looked After Children

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

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Nunnery Wood Primary School uses your personal data.
- Request access to the personal data that Nunnery Wood Primary School holds.
- Request that your personal data is 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.

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

## **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 Mrs R Higgins (Headteacher).

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

Mrs. R Higgins (Headteacher)

If you have a concern about the way Nunnery Wood Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **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 and download our GDPR Data Protection Policy.