

# CONIFERS PRIMARY SCHOOL



**HEADTEACHER**  
**Mr A Johnson**

## Privacy Notice

### Introduction

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons for doing so.

Under the *General Data Protection Regulation* (May 2018), individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We, Conifers Primary School, Radipole Lane, Weymouth DT4 0QF are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) monitors our compliance with the *General Data Protection Regulation* and acts as the point of contact for data subjects and the Information Commissioner's Office. Our DPO contact details are at the end of this document.

### Why do we collect data?

We collect and use the pupil data to:

- Fulfil our statutory obligations to safeguard and children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Monitor our effectiveness
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Keep pupils, parents and carers informed about school events and school news

## **Our Legal Obligations**

We must make sure that information we collect and use about pupils is in line with the General Data Protection Regulation (GDPR). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education Information About Individual Pupils (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies that have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

## **How we use the data**

In school we also use various third-party tools to make sure that pupils' best interests are met. We also record details about progress, attainment and pupil development to support future planning and learning.

We use software to track progress and attainment currently the third party software we use for this purpose is:

- SPTO (School Pupil Tracker Online Ltd.)
- Tapestry (Foundation Stage Forum Ltd).

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required. The third Party software we use for this purpose is as follows:

- SIMS (CAPITA Business Services Ltd)
- My Concern (One Team Logic Ltd)

We use systems to take electronic payments for school meals and some other services:

- Scopay (Tucasi Ltd) via Worldpay
- Cool Milk (Cool Milk at School Ltd)

We use financial software to manage school budgets, which may include some pupil data. For this purpose we use:

- FMS (CAPITA Business Services Ltd)

We also use contact information to keep pupils, parents, carers up to date about school events. The software we use for this purpose is:

- Tucasi Communications (Tucasi Ltd)

We may use data to provide children with access to educational services and websites such as:

- Lexia (Lexia UK Ltd)
- SPAG (Spag.com)
- Micro Librarian (Micro Librarian Systems)

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share pupil information with them if this is relevant to their work.

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

Our Website [www.conifers.dorset.sch.uk](http://www.conifers.dorset.sch.uk) (hosted by Wix.com)

### **What type of data is collected?**

The DfE and government require us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness. The categories of pupil information that the school collects, holds and shares include the following:

- Personal information - e.g. names, pupil numbers, addresses, contact details, contact preferences, date of birth, identification documents
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility, Pupil Premium
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. national curriculum assessment results
- Exclusion information
- Relevant medical information, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Information relating to SEND and health needs
- Behavioural information - e.g. number of temporary exclusions
- CCTV, photos and video recordings of you are also personal information

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

### **Storing pupil data**

Conifers Primary keeps information about you on computer systems and also sometimes on paper. We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

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

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- schools that the pupil attend after leaving us
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted

- Suppliers and service providers - to enable them to provide the service we have contracted them
- SIMS our management information system
- SPTO: our assessment data and analysis system
- My Concern: our Safeguarding and reporting system
- Dorset County Council who maintain our administration network
- Tuc sai: our texting and email service to parents
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **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 General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **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.

### **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 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 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 go to

<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 our Data Protection Officer (see 'Contact' details at end of document).

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's educational record. To request access to your child's records please contact the school office on 01305 771289.

### **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 the Data Protection officer by post at:  
Conifers Primary School, Radipole Lane, Weymouth. Dorset DT4 0QF

By telephone at:  
01305 771289

Or by email at:  
office@conifers.dorset.sch.uk

### **More information about Data Protection and our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

If you feel that data about your child is not accurate, or no longer needed please contact the School Office. Our Complaints policy explains what to do if there is a dispute. Subject Access Requests are dealt with by the specific policy on the website.