



## **GRANGE INFANT SCHOOL**

### **PRIVACY NOTICE (PARENTS/CARERS/PUPILS)**

Under UK data protection law, 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 a 'privacy notice' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils at our school.

Grange Infant School is the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) is the School Business Manager and is available to contact at [adminoffice@grange-inf.hants.sch.uk](mailto:adminoffice@grange-inf.hants.sch.uk)

#### **Personal data we hold**

The categories of personal information that we may collect, use, store, and share (when appropriate) about your child includes, but is not restricted to:

- Name, contact details, contact preferences, date of birth, unique pupil number and address
- Internal and National assessment information
- Pupil curricular records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Attendance information, such as sessions attended, number of absences/reasons
- Exclusion information
- Free school meal eligibility

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Characteristics, such as ethnic background, language, nationality, country of birth
- Special educational needs and behaviour information
- Details of any medical conditions, including physical and mental health
- Photographs

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

#### **Why we use personal information**

We collect and use this data to:

- Support pupil learning
- Monitor and report on their progress
- Contribute to improving pupil's health and reducing inequalities
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Statistical forecasting and planning
- Assess the quality of our services and how well our school is doing; and
- To comply with the law regarding data sharing
- Keep children safe (food allergies or emergency contact details)
- Meet statutory duties placed upon us by the DfE

#### **Our legal basis for using this data**

We only collect and use your child'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 pupils' 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 you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

The UK General Data Protection Regulation (GDPR) 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 were complying with a legal requirement 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 Equalities Act 2010.

#### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e., protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e., protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation



### **Collecting personal information**

Whilst the majority of 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 GDPR, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

### **How we store this data**

We keep personal information about your child while they are attending our school in accordance with Hampshire County Council (HCC) retention schedule policy. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. If you would like to see a copy of the Children's Services retention schedule, please contact the Children's Services Subject Access Request (SAR):

Children's Services Subject Access Request Team

2nd Floor North, E11 Court

Winchester, Hampshire SO23 8UG

Telephone: 0300 555 1384

Email: [childrens.services.sar@hants.gov.uk](mailto:childrens.services.sar@hants.gov.uk)

Web: <https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection/subjectaccessrequest>

### **Data sharing**

We do not share information about your child 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 UK data protection law) we may share personal information about your child with:

- Our HCC LA – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The DfE
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g., Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g., Tapestry for our EYFS, ClassDojo, Mathletics and Arbor
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupils attend after leaving us
- School nurse, NHS
- After school clubs



### **Why we share pupil information**

We share pupils' data with the DfE on a statutory basis, this data underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our LA or the DfE under regulation 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 DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **National Pupil Database (NPD)**

The NPD is owned and managed by the DfE 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 to provide information about 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 which is owned and managed by the DfE and provides evidence on school performance to inform research. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DfE may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information, see the DfE's webpage on <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

You can also contact the DfE with any further questions about the NPD on <https://www.gov.uk/contact-dfe>.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

### **Transferring data internationally**

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

### **Parents/carers and pupils' rights regarding personal data**

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. To make a request for your personal information, or be given access to your child's educational record, contact the school's DPO.

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

### **Your right to access your child's educational record**

Parents/carers, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To exercise any of these rights, please contact our DPO.

### **Your other rights regarding your child's data**

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPO.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To exercise any of these rights, please contact our DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Miss Myers, Headteacher or Mrs Fairs, DPO

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you will a new privacy notice when we make any substantial updates.

This notice is based on the Hampshire Services School Legal Support Team model privacy notice for parents/pupils amended to reflect the way we use data in our school.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Body meeting held 17<sup>th</sup> January 2024

Next review: December 2024

Signed  
Headteacher

Signed  
Chair of Governors