

Annie Lennard Primary School

Privacy Notice for Pupils, Parents and Families

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how schools in Annie Lennard Primary School use information about its pupils and their families. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

Who processes your information?

Annie Lennard Primary School is the “Data Controller” of personal data. This means the school is responsible for deciding how to use the personal information we hold about our pupils and their parent/carers.

We refer to information that identifies you as “personal data”. When we use your personal data in different ways, this is called “processing”. The Data Protection Act (2018) outlines how personal data should be protected and processed appropriately by organisations including schools.

In some cases, your personal data will be shared with other people, organisations or companies. Sometimes we are required by law to share your personal data (legal obligation), or need to do so because it is necessary to help teach your children or keep them safe (performance of a public task). From time to time, we may also ask you for your consent (permission) to use your personal data for other reasons, but we will make this clear and give you a choice about how this happens.

If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)

- Attendance Information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as statutory Key Stage and teacher assessments)
- Behavioural information (such as incidents, interventions, exclusions and any relevant alternative provision put in place)

The categories of parent/family information we process include:

- Personal identifiers and contacts (such as name, address, phone numbers, email addresses, National Insurance number)
- Financial and meal management information, e.g. account and transactional information for school meals and eligibility for free school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

Why do we collect and use your information?

Annie Lennard Primary School holds the 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, local authorities and / or the DfE. We collect and use personal data in order to meet legal requirements and our public task duties and obligations set out in the Data Protection Act 2018 (GDPR) and other UK law, including those in relation to the following:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children Act 1989 & 2004
- Keeping Children Safe in Education 2022

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 (onsite and remote)
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe (safeguarding, health and safety of pupils)
- To meet the statutory duties placed upon us by the DfE

Whilst the majority of the personal data you provide to school is mandatory, some is provided on a voluntary basis. 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.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school directly in writing.

How long is your data stored for?

Personal data relating to pupils and their families is stored in line with the School's records management policy and procedure. This policy is based on retention guidance published by the Information Records Management Society (IRMS) in their toolkits for schools and academies.

In accordance with the Data Protection Act, 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.

We will also retain personal data in the form of images, registers and examples of work for the purposes of archiving and as a historical record of school life. This information may later be published in school literature, displays or external media. In this case, the personal data we retain will be proportionate and limited to what is necessary.

Will my information be shared?

The school is required to share pupils' data with the 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 the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Annie Lennard Primary School is required by law to provide information about 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 NPD 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 NPD 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>

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

We may also be required to share information about our pupils with Local Authorities to ensure that they can conduct their statutory duties under:

- the [Schools Admission Code](#), including conducting Fair Access Panels

Annie Lennard Primary School only share information about pupils we either have established a lawful basis or, sought your consent to do so. The school routinely share pupil information with:

- Pupils' destinations upon leaving the school
- The Local Authority that the school is located in (Sandwell MBC) and its agencies (Social Services, Admissions & Appeals, SEND Team, LAC Team)
- Other Local Authorities (where required)
- The NHS and other health professionals (School Nurses)
- The Department for Education
- Other Government agencies (Ofsted)
- External Support Agencies (Welfare support, Inclusion and Behaviour Services)
- The providers of our management information systems (SIMS)
- The software we use to communicate with you (School Comms)
- Our Safeguarding system (MyConcern)
- The system we use for managing visitors to school (EDIT)
- The systems we use for recording progress in learning (Target Tracker)
- The online software we use to help deliver the curriculum (Purple mash, Twinkle, PlanB, Tapestry, TT Rock Stars, Now Press Play, Little Wandle, White Rose, Big Cat Online, Curriculum Visions, Classroom Secrets)
- The software we use to provide cashless payments (Parent Pay)
- The online software we use to help us manage visit and health & safety (Evolve)
- The providers of therapy and support services (e.g. Speech and language therapists, hearing and visual impairment support)
- Visit/trip providers
- External sports coaches we have contracted (The Albion)
- School photographers (Apperture)
- Professional advisors and consultants
- Contract catering services (for the management of school meals) (SIPS)
- Contracted IT support services (SIPS)

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:

- Request access to copies of your personal data that your child's school holds
- 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
- 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
- a right to seek redress, either through the ICO, or through the courts
- Request access your child's educational record.

If you would like to exercise any of these rights or request copies of your personal data, please contact our Data Protection Officer at DPO@services4schools.org.uk, or in writing to:

Annie Lennard Primary School,
The Oval,
Smethwick,
West Midlands
B67 6LE

Please address letters: **For the attention of the Data Protection Officer.**

Where can you find out more information?

For more information about the Department for Education'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 for Education has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice#sharing-your-personal-data>

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

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: ico.org.uk/make-a-complaint

Queries about this Privacy Notice

If you would like to discuss anything in this privacy notice, please contact: DPO@services4schools.org.uk, or in writing to:

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The Oval,
Smethwick,
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B67 6LE

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Revisions and last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated February 2023