

# **Pupils Privacy Notice**

## **Polesden Lacey Infant School**

### **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)
- 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 (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs and videos (for use within the school and on the school website)

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

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to communicate with you easily and contact you quickly in an emergency
- d) to provide specific support if your child has any medical, dietary or special needs
- e) to provide appropriate pastoral care
- f) to assess the quality of our services
- g) to keep children safe
- h) to meet the statutory duties placed upon us for DfE data collections

### **How we collect pupil information**

We collect pupil information via pupil registration forms at the start of the school year. We send regular reminders throughout the year via newsletters and the school website for parent/carers to inform the school of any change. The school also receives electronic files for children joining the school 'in year' from their last school or setting. Class cameras and hand-held technology is used to capture and evidence children's learning and school activities.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil

information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. If we ask for your consent to use your personal information you can take this back at any time. Any use of your information before you withdraw your consent remains valid.

## **How we store pupil data**

We keep personal information about pupils while they are attending our school in accordance with our Data Protection Policy. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving Polesden Lacey Infant School
- our local authority
- the Department for Education (DfE)
- professional Partners who work with the school – for example Speech and Language Therapist (SALT), Educational Psychologist (EP), School nurse and National Health professionals, and catering staff
- on occasion we may need to share information with the police

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 under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. 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 Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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 DPO (details at the end of this document).

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

## Contact

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

**Data Protection Officer: Satswana Ltd**

Email: [info@satswana.com](mailto:info@satswana.com)

Phone: 01252516898

Address: Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH