



Privacy Notice for Parents/Carers

Under 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 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Upwood Primary Academy, Huntingdon Road, Upwood, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer in the school is Mrs S Myles-Gardiner. Our Data Protection Officer advisor is Judicium Consulting Limited (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, nationality, country of birth and eligibility for free school meals
- Special Educational Needs information
- Behavioural monitoring and support information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Achievement awards e.g. sporting event trophies and leavers awards



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

Why we use this data

We use this data to:

- 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
- Enable us to carry out specific functions for which we are responsible
- Comply with the law regarding data sharing
- Derive statistics which inform decisions such as the funding of schools
- Assess performance and to set targets for schools
- Track attainment and provide support
- Ensure appropriate medical support is in place

Our legal basis for using this data

We only collect and use pupils' 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 we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.



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Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. Safeguarding and special educational needs records are kept on school site until the child is 25 years old, upon which the records are shredded. Past pupils' data is stored in SIMS and is kept for the same period of time.

Data sharing

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.
- The Department for Education (DfE) – Statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- The pupil's family and representatives.
- Educators and examining bodies – Statutory basis.
- Schools that the pupil's attend after leaving us – This data sharing helps to continue the child's education smoothly upon transition.
- External agencies for SEND, for example Paediatricians, Educational Psychologists, Speech and Language teams, NHS, Occupational Therapists, Hearing or Vision Impairment Teams,



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Early Years Support – To ensure appropriate support is in place to support a child, who has additional needs.

- The Academy Trust – To assess attainment and to identify support and resources which may be required.
- Our regulator – Ofsted – Statutory basis.
- Suppliers and service providers – to enable them to provide the service we have contracted them for (including educational websites, for example Mathletics).
- Central and local government – Legal basis.
- Health authorities – To ensure appropriate medical support is available for a child.
- Police forces, courts, tribunals – Legal basis.
- Professional bodies – To ensure appropriate support is available for a child.
- Sports providers – To ensure necessary medical information is shared, where appropriate.
- Trip providers (day and overnight) – To ensure necessary dietary/medical information is shared, where appropriate.

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>.

For more information about services for young people, please visit our local authority website.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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 Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to



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strict terms and conditions about how they will use the data. For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

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.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request (SAR)' 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 13), 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.

If you would like to make a request please contact our Data Protection Officer, download a SAR form from the school website or contact the school office, who will be able to provide a form to you.



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Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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 make a complaint, please contact our Data Protection Officer.

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: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mrs S Myles-Gardiner - 01487 813510
- Judicium Consulting Limited – 72 Cannon Street, London, EC4N 6AE



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Web: www.judiciumeducation.co.uk
Tel: 0203 326 9174
Lead contact: Craig Stilwell

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Written: December 2019
By Mrs S Myles-Gardiner (DPO)



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