



Privacy Notice: Parents and Pupils

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Privacy Notice for Parents and Pupils - How we use your information

Who are we?

Kineton C.E. Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Kineton Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z6621504.

You can contact the school as the Data Controller in writing at:

Kineton Primary School
King John's Road
Kineton
CV35 0HS

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, gender, date of birth, unique pupil number, home address and family links.
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility.
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work and achievement, assessment results, relevant medical and dietary information, details of pupils' special educational needs, exclusions/behavioural information and previous schools/settings attended.
- Contact information for parents, carers and other emergency contacts, including telephone numbers, home addresses and email addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Photographs and videos of pupils' learning and achievements.

Why do we use personal information?

We use pupil data:

- to get in touch with parents when we need to.
- To support teaching and learning.
- To monitor and report on pupil attainment and progress.
- To track how well the school as a whole is performing.
- To provide appropriate pastoral care.
- To assess the quality of our services.

- To comply with the law regarding data sharing.
- To safeguard pupils.
- To share medical information with public health agencies.

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.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

5) We have a legitimate interest

Occasionally we have reasons to process information which fall outside our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject.
- 2) Processing relates to personal data which is manifestly made public by the data subject.
- 3) Necessary for establishing, exercising or defending legal claims.
- 4) Necessary for reasons of substantial public interest.
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health.
- 6) Necessary for archiving, historical research or statistical purposes in the public interest.

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- Schools that pupils attend after leaving us.
- Our local authority.
- The Department for Education (DfE), The Standards and Testing Agency (STA) and Ofsted.
- Social welfare organisations (Compass, Multi-Agency Safeguarding Hub (MASH), Warwickshire Attendance Service (WAS), Early Help.
- Teaching and Learning (Welearn (ICTDS), Mathletics, spag.com, Junior Librarian, Tapestry, Accelerated Reader, Seesaw, Spelling Shed.)
- Teaching, Learning and Curriculum Enrichment (Supply Teachers, External School Club providers)
- School administration applications (ParentPay, Evolve Educational Visits portal, Cool Milk, Sims, Synergy).
- Attainment and progress tracking system (OTrack).
- Local Public Health Team
- NHS Test and Trace
- HR and Payroll

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

NHS Test and Trace/Public Health Agencies:

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis.

What do we do with your information?

All personal information is held in our school management information system (SIMS) in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

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.

What are your rights with respect of your personal information?

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

Please ensure you specify which school your request relates to.

Where the school processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school to inform them of their reasons for their objection. The school will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the school is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

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, 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/>.

Table 1 - Personal information we are required to process to comply with the law

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, WAS, Child's New School	-
Pupil Date of Birth	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, WAS, Child's New School	-
Pupil Gender	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, WAS, Child's New School	-
Pupil Address(es)	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, WAS, Child's New School	-
Mother/Father Priority Contact Name, Telephone Numbers and Email Addresses	Education Regulations 2006	-	MASH, WAS, Child's New School	-
Family Links (Siblings)	Children Act 2004	-	MASH, WAS	-
Pupil Special Educational Needs and Disability Records	Education Regulations 2013	-	DfE, STA, Local Authority, MASH, Child's New School	-
Free School Meal Eligibility	Education Regulations 2013	-	DfE, STA, Local Authority, Child's New School	-
Unique Pupil Number	Education Regulations 2013	-	DfE, Local Authority, ACE, Child's New School	-
Pupil Year Group	Education Regulations 2013	-	DfE, Local Authority, MASH, WAS, Child's New School	-
Admission Date	Education Regulations 2006	-	Local Authority	-
Pupil First Language (EAL)	Education Regulations 2013	-	DfE, Local Authority, MASH, WAS	-
Previous School Settings Records	Education Regulations 2006	-	DfE, Local Authority, Child's New School	-

Table 1 - Personal information we are required to process to comply with the law

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Attendance	Education Regulations 2006	-	DfE, Local Authority, MASH, WAS, Child's New School	-
Pupil Ethnicity	Education Regulations 2013	Racial or ethnic origin	DfE, Local Authority, MASH, WAS	Data subject has given explicit consent
Country of Birth	Education Regulations 2013	-	DfE, Local Authority, WAS, Child's New School	Data subject has given explicit consent
Exclusions	Education Act 2002	-	Local Authority, Child's New School	-
Safeguarding Information and Records	Children Act 2004	-	DfE, MASH, Child's New School	-
Pupil Curriculum Assessment Information	Education Regulations 2006	-	DfE, STA, Local Authority, Child's New School	-
Child Looked After Status	Education Regulations 2013	-	DfE, Local Authority, MASH, Child's New School	-
Service Children Status	Education Regulations 2013	-	DfE, Local Authority, Child's New School	-
Court Order	Children Act 2004	-	MASH, Child's New School	-

Table 2 - Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Dietary needs	Health information	Educaterers, Supply teachers, PTA, Emergency Services	Necessary for preventive or occupational medicine
Medical Practice	Health information	Emergency Services	Necessary for preventive or occupational medicine
Pupil Medical needs	Health information	Supply teachers, PTA, Emergency Services	Necessary for preventive or occupational medicine

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs and Videos	-	School website, Twitter, Facebook, Stratford Herald, Banbury Guardian, Leamington Gazette, Outlook, weekly newsletter, Seesaw, Tapestry	Consent
Use of the Internet	-	-	-
Religion	Religious or philosophical beliefs	MASH, WAS	Data Subject has given explicit consent
Early Help Records	-	MASH, Child's New School	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	-	Educaterers, OTrack, ParentPay, Welearn (ICTDS, Mathletics, spag.com , Junior Librarian, Cool Milk, Supply Teachers, External After School Club Providers, PTA, Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Pupil Date of Birth	-	OTrack, ParentPay, Welearn (ICTDS), Mathletics, Junior Librarian, Cool Milk, , Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Pupil Gender	-	OTrack, ParentPay, Mathletics, Junior Librarian, Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Mother/Father Priority Contact Name, Telephone Numbers and Email Addresses	-	ParentPay, Cool Milk, Compass	Public task
Family Links (Siblings)	-	ParentPay	Public task
Emergency Contact Name, Telephone Numbers and Email Addresses	-	-	-

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Year Group	-	Educaterers, OTrack, ParentPay, Welearn (ICTDS), Mathletics, spag.com , Junior Librarian, Cool Milk, Supply Teachers, External After School Club Providers, PTA, Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Class (and previous classes)	-	Educaterers, OTrack, ParentPay, Welearn (ICTDS), Mathletics, spag.com , Junior Librarian, Cool Milk, Supply Teachers, External After School Club Providers, PTA, Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Teacher (and previous teachers)	-	OTrack, ParentPay, Mathletics, Junior Librarian, Supply Teachers, External After School Club Providers, PTA, Compass, Tapestry, Seesaw, Accelerated Reader, Assessing Primary Writing, Evolve, Spelling Shed	Public task
Special Educational Needs and Disability	-	OTrack, Supply Teachers, External After School Club Providers	Public task

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Free School Meals/Pupil Premium Eligibility	-	Educaterers, OTrack, ParentPay, Cool Milk, Supply Teachers,	Public task
Unique Pupil Number	-	OTrack, Accelerated Reader, Assessing Primary Writing	Public task
Admission Date	-	OTrack	Public task
Attendance	-	OTrack, ParentPay, Supply Teachers, External After School Club Providers	Public task
Dietary Needs	Health information	Educaterers, ParentPay, Compass, PTA	Necessary for preventive or occupational medicine
Medical Needs	Health information	Supply Teachers, External After School Club Providers, PTA, Compass	Necessary for preventive or occupational medicine
Medical Practice	-	-	-
Ethnicity	Racial or ethnic origin	OTrack	Data Subject has given explicit consent
Pupil First Language (EAL)	-	OTrack, Supply Teachers, External After School Club Providers	Public task
School Meals Choice	-	Educaterers, ParentPay	Public task
Modes of Travel to School	-	-	Public task
Pupil Awards	-	-	Public task
Pupil Curriculum Assessment Information	-	OTrack, Supply Teachers	Public task

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Child Looked After Status	-	OTrack	Public task
Service Children Status	-	OTrack	Public task

Table 5 - Personal information we are required to process because we have a legitimate interest

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing