

## **Privacy Notice (How we use pupil and parent data)**

Langley Fitzurse & Stanton St Quintin Federation needs to use data on pupils in order to be able to keep you safe and deliver the best education possible. Only essential data is held, and we always follow the law when we collect use, store and share your data.

You have a legal right to be informed about how our Federation uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

Langley Fitzurse and Stanton St Quintin are data controllers under data protection law. Legally, we are separate data controllers, but the way we use (or 'process') your personal data is the same across both schools, so this notice will apply across the Federation. If one school shares data with the other school in the Federation, we will always do so in a way that complies with the principles of the UK General Data Protection Regulation.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

### **The personal data we hold about you**

We hold some personal information about you to make sure we can help you learn and look after you when you attend either of our schools.

For the same reasons, we get information about you from some other places too – like other schools, Wiltshire Local Authority, and the government.

This information includes but is not limited to:

- Your contact details
- Assessments of your work
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs

### **The personal data we hold about your parents**

We hold some personal information about your parents to make sure we can help you learn and look after you at school.

- Contact details
- Payment details (for nursery fees)
- Payment details (if using a payment system where the data is stored in school and not with the payment company)
- We may also hold some information about your parents if you have a safeguarding folder

## **Why we use this data**

We use this data to help run the schools, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in all subjects and work out whether you or your teachers need any extra help
- Provide remote learning opportunities during periods of lockdown
- Track how well the school and Federation as a whole is performing
- Look after your wellbeing

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

- We need to comply with the law (Article 6(1)(c) of UK GDPR)
- We need to use it to carry out a task in the public interest (in order to provide you with an education) (Article 6(1)(e) of UK GDPR)
- Sometimes, we may also use your personal information where:
- You, or your parents/carers have given us permission to use it in a certain way (Article 6(1)(a) of UK GDPR)
- We need to protect your interests (or someone else's interest) e.g., in a life-or-death situation (Article 6(1)(d) of UK GDPR)

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary for public health, e.g., protecting against serious threats to health. The legal basis here is Article 9(2)(i) of UK GDPR.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission where this is in the public interest. This is known as 'Section 251' approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## Data sharing

We do not share personal information about you with anyone outside the school or Federation without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

| Who we share with  | Why we share   |
|--|--|
| Wiltshire Local Authority                                | To meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions  |
| The Department for Education                             | We have to do this by law. This data sharing underpins school funding, educational policy and funding  |
| Your family and representatives                          | To ensure that they know how you are doing and to protect your welfare   |
| Other schools after you leave a school in our Federation | We will transfer your pupil record, which consists of basic information, assessment data, any educational support, and any safeguarding records. We may share some information in advance if it will enable your next school to provide effective and timely support |
| Police forces, courts, tribunals and security services   | As we are required to by law   |
| Health and social welfare organisations                  | Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing  |
| Our payment service providers                            | So that you can pay for meals, trips resources and activities.   |
| Providers of electronic learning resources               | To allow you to use their resources in class and at home   |

## International transfers of personal data

We have audited where we store all the personal data processed in the school and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the school and Federation.

## **How we store this data**

We will keep personal information about you while you are a pupil at one of our schools. We may also keep it after you have left the school, where we are required to by law. If you leave us mid-year or move to a new school, we will transfer your pupil record to your next setting.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

## **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **Your rights**

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about themselves that we hold. This is known as a Subject Access Request. To make a request for your personal information, contact the Federation.

### **You also have the right:**

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should contact us, or speak directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Withdrawal of consent and the right to lodge a complaint**

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 our Data Protection Officer (see 'Contact').

**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 in November 2021.

**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:

[dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)