Chalkwell Hall Infant Schools Privacy Notice

How we use pupil information

You have the right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' to you where we are processing your child's personal data.

This privacy notice explains how we collect, store and use your child's personal data.

We, Chalkwell Hall Infant School, London Road, Leigh on Sea, Essex, SS9 3NL, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Kerrie Lawton.

The categories of pupil information that we collect, hold and share include:

We hold some information about your child to make sure we can help your child learn and look after them at school.

For the same reasons, we may gather information about them from some other places too – like other schools, the local council and the government.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK 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.

This information includes:

- Personal information (such as name, unique pupil number and address)
- Emergency contact and family information such as names, relationships, phone numbers and email addresses. We may also use parents' and carers' contact details, where consent has been provided, to share information about PTA activities, including fundraising, events and other PTA-related initiatives
- Characteristics (such as ethnicity, language, nationality, dietary requirements, special educational needs, country of birth and free school meal eligibility)

- Attendance information (such as sessions attended, number of absences and absence reasons)
- Test results (such as phonics and attainment data)
- Any medical conditions you may have
- Details of behaviour issues or exclusions
- making use of the photographic images of pupils in school publications, on the school website and on social media channels.
- Images captured by the schools CCTV system

Why we collect and use this information

We use this data to ensure the school can operate effectively, and to:

- get in touch with you when we need to
- with your consent, use parents' and carers' contact details to send information about PTA activities, including fundraising, events and other PTA related initiatives, on behalf of the PTA
- check how your child is progressing in their learning and work out whether they need any extra help
- track how well the school as a whole is performing
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we use this information

We will only collect and use your child's information when the law allows us to. Most often, we will use your child's information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide your child with an education)

Sometimes, we may also use your child's personal information where:

- You have given us permission to use it in a certain way
- We need to protect your child's interest (or someone else's interest)

Where we have got permission to use your child's data, you may withdraw this at any time. We will make 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 child's information overlap, and there may be several grounds which mean we can use their data.

Collecting pupil information

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide 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.

Storing pupil data

We will keep personal information about your child while they are a pupil at our school. We may also keep it after they have left the school, where we are required to by law.

We have a Records and Data Management policy which sets out how long we must keep information about pupils.

Please contact Kerrie Lawton, Data Protection Officer, in writing, to request a copy of the schools Records and Data Management policy.

Who we share pupil information with

We do not share personal information about your child with anyone outside the school without permission from you, 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 your child with:

- schools that the pupils attend after leaving us
- our 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 (DfE)
- your family and representatives
- educators and examining bodies
- our regulator (Ofsted)
- suppliers and service providers – so they can provide the services we have contracted them for
- central and local government
- our auditors
- health authorities
- professional advisors and consultants
- police forces, courts, tribunals
- other professional bodies

Why we share pupil information

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. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Catering Services

The School has appointed an external catering provider to deliver our catering and school meal services. In relation to the personal data processed for these services, the School and the catering provider act as joint controllers. This means that we jointly determine the purposes and means of processing certain personal data required to provide catering services.

The personal data processed may include a pupil's name, year group or class, eligibility for free school meals, dietary requirements, allergy or other medical information relevant to the provision of meals, meal choices, and payment information where applicable.

We process this information to:

- provide school meals and catering services;
- ensure pupils receive meals that meet their dietary and medical requirements;
- administer free school meal eligibility where applicable;
- manage meal ordering, payments and accounts; and
- meet our legal obligations relating to safeguarding, health and safety, and food hygiene.

The School and the catering provider have entered into a Joint Controller Arrangement which sets out our respective responsibilities for complying with UK data protection law. The School is the main point of contact for any questions about how your personal data is used or for exercising your data protection rights. However, you may also contact the catering provider directly in relation to the personal data they process.

Where necessary, personal data will only be shared between the School and the catering provider for the purposes described above and will not be used for unrelated purposes. Personal data will be retained in accordance with our respective retention policies and applicable legal requirements.

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.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- **conducting research or analysis**
- **producing statistics**
- **providing information, advice or guidance**

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- **who is requesting the data**
- **the purpose for which it is required**
- **the level and sensitivity of data requested: and**
- **the arrangements in place to store and handle the data**

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department'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 has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

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

Requesting access to your personal data

You can find out if we hold any personal information about your child, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean. To make a request for your child's personal information, or be given access to your child's educational record, contact Kerrie Lawton, Data Protection Officer.

If we do hold information about your child, we will:

- **give you a description of it**
- **tell you why we are holding and using it, and how long we will keep it for**
- **explain where we got it from, if not from you or your parents**
- **tell you who it has been, or will be, shared with**
- **let you know if we are using your child's data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)**
- **give you a copy of the information**

You may also ask us to send your child's personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact Kerrie Lawton, Data Protection Officer.

Your other rights over your child's data:

- **say that you don't want it to be used if this would cause, or is causing, harm or distress**
- **stop it being used to send you marketing materials**
- **say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)**
- **have it corrected, deleted or destroyed if it is wrong, or restrict our use of it**
- **claim compensation if the data protection rules are broken and this harms you in some way**

Complaints

We take any complaints about our collection and use of personal information 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 5A

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy policy notice, please contact Kerrie Lawton, Data Protection Officer at education@chalkwellhallinfants.co.uk or on 01702 478533.