



# Recreation Road Infant School Data Privacy Notice

## [Version 2018 v1.2]

If you are reading a printed version of this document you should check the 'Office' pages on [www.recreationroad.com](http://www.recreationroad.com) to ensure that you have the most up-to-date version.

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

Data Protection Officer: **James England**

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

If you would like a copy of any documentation please contact the school office:

**Recreation Road Infant School, Recreation Road, Norwich, NR2 3PA**

**Email: [office@recreationroad.norfolk.sch.uk](mailto:office@recreationroad.norfolk.sch.uk)**



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# How we use pupil information

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

- Personal information (such as name, date of birth, unique pupil number, contact details and address);
- 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 and previous schools attended);
- Assessment information and education records;
- Special Educational Needs and Disabilities information;
- Behavioural information (such as, achievements, exclusions and internal exclusions);
- Health and medical information (such as dietary requirement, medication details, doctors' information, care plans, dental health and allergies);
- Safeguarding and Child Protection reports and disclosures including court orders and professional involvement;
- Photographs and video clips;
- Special category data (Processing of personal data revealing racial or ethnic origin, religious or philosophical beliefs, data concerning health)

## Why we collect and use this information

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to keep children safe (care plans, food allergies, or emergency contact details);
- to meet the statutory duties placed upon us for DfE data collections;
- to comply with the law regarding data sharing.

## The lawful basis on which we use this information

- We collect and use pupil information under a task performed in the public interest where it relates to a child's educational progression;
- Some photographs and videos are used only after gaining explicit consent;
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions);
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.
- Education Act 1996
- Children and Families Act 2014 includes a duty on schools to support children with medical conditions;
- The Equality Act 2010 (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at a substantial disadvantage compared with their peers;
- The Education Act 2002, Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school;
- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child;
- Education Act 1996, relating to attendance at school.
- We collect and process pupil information under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).
- We collect and process pupil information classed as Special Category data, e.g. race, ethnicity etc under Article 9 of the General Data Protection Regulation (GDPR) to carry out tasks in the public interest.

## Collecting pupil information

Whilst most of the 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.

## Storing pupil data

When storing personal data, we need to consider why we are storing it and how we will store it, including for how long. The Recreation Road Infant School Retention document details the data we collect and our retention of this information. This can be found on our school website in the 'office' section.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- Photography companies;
- Pupil Asset (Management information system)
- Norse (catering company)
- Visitors to the school
- Sports Factory (sports / lunchtime enrichment provision)
- Sunflower Club (out of hours care)
- East Coast Healthcare (Speech and Language Therapy – consent sought)
- School 2 School Support (Practical SEN support – consent sought)
- The School Nursing team (consent sought)
- Transport Companies

## 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.

The photography companies collect images of children whose parents have given consent.

We need to share information with Norse to support effective provision for children with special dietary requirements.

We share information with Sports Factory in order for them to understand pupil learning and support needs.

We share information with Sunflower Club to support safeguarding arrangements.

We share with East Coast Healthcare because they have been commissioned by Norfolk County Council to provide Speech and Language Therapy.

We share with Pupil Asset in order for us to perform necessary administrative and analytical tasks.

We share with School 2 Support so they can support us in providing effective provision for children with Special Educational Needs.

We need to share information with transport companies to ensure children are transported safely. For example, ensuring a child gets into the correct taxi.

We share information with educational establishments to ensure fire safety and support other health and safety matters.

## 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 to, (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

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:

The Headteacher,

Recreation Road Infant School

Norwich,

NR2 3PA

01603 457120

office@recreationroad.norfolk.sch.uk

If you would like to discuss anything in our data protection documentation, please contact:

Data Protection Officer: **James England**

Telephone: 0800 0862018

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