



This privacy notice advises parents, carers and guardians of pupils of The Meadows Primary School of the school's data protection responsibilities on the collection and processing of pupil's/family's personal information.

You are being provided with this notice because you can exercise your and your child's data protection rights on their behalf. Current guidelines state that when your child is older (usually when they reach the age of 13) they may be considered mature enough to exercise their own data protection rights.

This notice provides details about:

- The personal information we collect on pupils and their families.
- How we collect that personal information.
- What we do with the personal information.
- Your rights in relation to any personal information held and processed by the school.

Questions about this Privacy Notice, or requests for further information, should be directed to enquiries@themeadows.lincs.sch.uk

What is personal information and what does processing mean?

Personal information is any information that relates to your child and their family that can be used directly or indirectly to identify you or your child.

This includes information such as names, dates of birth and addresses as well as information relating to your child's academic test/assessment results, medical details and behaviour records. This may also include sensitive personal information such as their religion or ethnic group, photos and video recordings.

Personal information and processing are defined as follows:

- Personal data means any information relating to an identified or identifiable person (this is called the data subject). An identifiable person is one who can be identified in a variety of ways. This may include data such as a name, an identification number, location data, an online identifier or "to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity" (GDPR article 4).
- Special categories of personal data can include information about an individual's racial or ethnic origin, religious beliefs or health.
- Processing means any task which is performed on personal data or on sets of personal data, whether by automated means or not, such as collection, recording, organising, structuring, storing, adaptation or alteration, retrieval, consultation, use, disclosure by transmission,

dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (GDPR article 4).

Data protection principles

We process personal data about our pupils in accordance with the following data protection principles:

- We process personal data lawfully, fairly and in a transparent way.
- We collect personal data only for specified, explicit and legitimate purposes.
- We process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- We keep accurate personal data and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- We keep personal data in a form which may identify you or your child for no longer than is necessary for the purpose of the processing or, if for longer periods, for such reasons as permitted by the GDPR.
- We take appropriate steps to make sure your personal data is stored securely and protected from unauthorised or unlawful access or processing, accidental loss, destruction or damage.

In our privacy notices, we tell individuals the reasons for processing their personal data, how we use their data and the legal basis for processing. We will not process personal data of individuals for reasons other than the stated purpose/s.

Where we process special categories of personal data or criminal records data to perform statutory checks relating to the Safeguarding of children, this is done in accordance with the school's Safeguarding Policy, or for legal reasons. We will update personal data promptly if the individual advises that his/her information has changed or is inaccurate.

Our legal basis (grounds) for using pupils' and parents'/carers' personal data

There are several reasons why we hold, process and share pupils' and their parents'/carers' personal data. Under data protection laws, the lawful reasons for processing personal data include:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the pupil or another person.
- For a task carried out in the public interest.

Sometimes the handling of pupils' personal data falls within several of the above lawful grounds.

Consent

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal data, you can take back this consent at any time by contacting

the school office. Any use of your child's information before you withdraw your consent remains valid.

Legal obligation

This is where we need to use pupils' personal data to comply with a legal obligation.

Statutory reporting requirements to the Department for Education (DFE) are included within this section. As is disclosing information to third parties such as the courts or the police where we are legally obliged to do so.

Vital interests

This legal basis can be used where, for example, we need to disclose information about pupils to prevent them or someone else from being seriously harmed. An example can include providing information to a medical professional about a pupil in circumstances where they are unable to provide the information themselves or you are unable to. It may cover an emergency or safeguarding situation.

Public interest

We consider that we are acting in the public interest when providing education.

Specifically, we have a public interest in:

- Providing an education.
- Fulfilling our safeguarding obligations and investigating complaints that may be connected with you or when investigating complaints by others.
- Promoting the interests of the school.
- Managing the school efficiently.

Why do we collect and process pupils' and parent/carer's personal data?

We use pupils' and parent/carer's personal data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Review the quality of our services.
- Comply with the law regarding data sharing.

How do we obtain personal data?

We obtain personal data in a variety of ways. Some of the information comes from the admissions forms and consent forms which you complete and return to us. This can contain information about you as well as your child and the same principles contained in this notice apply regarding your personal data. We also receive information about pupils from other schools and agencies, such as healthcare professionals. Information is also obtained from teachers, your child and other pupils (ie: when resolving playground disagreements).

Who do we share pupils' personal data with?

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 DFE on a statutory basis. This data sharing informs school funding and allows us to monitor how well children in our school learn and achieve.

Pupils' data, where it is reasonable to do so, may also be shared with other professionals. In addition, a data security contract with a third-party IT services provider or as part of on-line, cloud-based storage, may also process your personal data for the purpose of securely holding and protecting it.

The National Pupil Database (NPD)

The NPD is owned and managed by the DFE. It 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 DFE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities (LAs) 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 www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Third parties

The DFE 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 DFE has robust processes in place to ensure the confidentiality of our data is maintained. There are stringent controls in place regarding access to and use of the data. Decisions on whether the 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 the requested data.
- 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 DFE's data sharing process, please visit: www.gov.uk/data-protection-how-we-collect-and-share-research-data.

For information about which organisations the DFE has provided pupil information to (and for which project), please visit: www.gov.uk/government/publications/national-pupil-database-requests-received.

Further examples of why we collect, hold and share pupils' personal data

Here are some further examples of why we collect, hold and share pupils' personal data. If you would like more information about any of these, please contact our Data Protection Officer (Wendy Gillings) via the school office or by e-mail at enquiries@themeadows.linsc.sch.uk.

- We may need to share information about your child's health and wellbeing with those who have responsibility for pupil welfare.
- We need to tell all appropriate members of staff if your child has specific medical needs.
- We need to tell all appropriate members of staff if your child might need extra help with some tasks.
- We may need to provide information containing your child's personal data to other schools. We may need to pass on information which they need to look after your child.
- We may need to share data with external testing agencies.
- We will only share your child's information with other people and organisations when we have a legitimate reason to do so.
- As a maintained school, The Meadows Primary School is required to share information about our pupils with our Local Authority (Lincolnshire County Council) and the DFE under the Education (Information About Individual Pupils) (England) Regulations 2013.
- Sometimes we need to share information with the police or our legal advisers to help with an inquiry. For example, safeguarding issues or injuries.
- We might need to share pupils' information with consultants, experts and other advisers who assist us in the running of the school, if this is relevant to their work.
- On occasions external consultants/contractors may have temporary access to personal data held by the school. For example, IT consultants might be granted temporary access to pupils' personal data in order to fulfil their contract(s). Access will only be granted to consultants who have demonstrated compliance with the school's data protection standards.
- The school uses various IT systems. This may include using on-line cloud-based storage systems to hold pupil data. Before use, the school ensures that adequate security measures are in place.
- We may need to share some information with our insurance provider (eg: to process a claim).
- We may need information about any court proceedings or judgements concerning your child. This is so that we can safeguard your child's welfare and the welfare of other pupils at the school.

- We may monitor your child's use of the school's email, internet and other electronic devices provided by the school eg: iPads. We monitor in order to ensure appropriate use of these items and to confirm your child is not putting themselves at risk.
- We publish our end of Key Stage assessment data and other news on the school's website. We may send articles, photographs and videos to local and national news outlets to celebrate the school's successes, where consent has been granted by parents.

Automated decision-making and profiling

We do not make automatic decisions or undertake automated decisions regarding individuals to evaluate certain information about an individual (profiling)

Special categories of personal data

We must also comply with additional conditions where we process special categories of personal data. These special categories include: personal information revealing racial or ethnic origin, religious beliefs and health information.

Some of the reasons we process such data on pupils include:

- Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.
- Medical purposes. This includes medical treatment and the management of healthcare service.
- For compiling census data as required by law.

How do we protect pupils' personal data?

We take the security of pupils' personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written Terms and Conditions, are under a duty of confidentiality and are obliged to ensure the security of data. For example, we ensure the school uses encrypted devices, uses passwords, virus protection and has appropriate firewalls.

Sending information to other countries

With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.

Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect our pupils' personal data.

How long do we keep pupils' personal data?

We keep pupils' personal data for the time they are at our school. We will also keep certain information after pupils have left the school. A copy of our Retention Schedule is available from the school website or from the school office.

What rights do you have in relation to your child's information?

With the introduction of the General Data Protection Regulations (GDPR) in May 2018, you will have the following rights in relation to your child's and your personal data. Some of these rights are new.

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain their personal data for transfer to another controller (eg: transfer of pupil records to another school).
- The right to object. Individuals have the right to object to:
 - Direct marketing.
 - Processing for scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling.

There are specific rights in relation to a child's personal data. Further guidance and advice on the above rights can be obtained from the ICO's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you have a concern about the way we are collecting or using your child's or your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer, Wendy Gillings. If you would like to exercise any of the above rights, please contact the Data Protection Officer who will send you our Data subject's rights application form.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.