

Privacy Notice for Parents and Carers: Use of your child's personal data



Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and their parents/carers**.

We, Meersbrook Bank Community Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Andy Wynne** andy.wynne@learnsheffield.co.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details and contact preferences (such as your names, address, email address and telephone numbers),
- Pupil date of birth, identification documents
- Parents/carers email addresses, telephone numbers
- Details of your family circumstances
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Behaviour information (such as exclusions and any relevant alternative provision put in place)
- Attendance information
- Details of any safeguarding information including court orders or professional involvement
- Details of any support received, including care packages, plans and support providers
- Photographs, videos and CCTV images captured in school
- Data about use of the school's information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you or your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any medical conditions we need to be aware of, including physical and mental health
- Information about characteristics, such as ethnicity, religion, languages spoken or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

- Meet the statutory duties placed upon us for the Department for Education data collections
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our data and record retention schedule sets out how long we keep information about pupils. A copy can be requested from the school office.

Data sharing

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department of Education for statutory data collections such as the school census

We do not share information about you or your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may also share personal information about you and your child with:

- The pupil's family and representatives
- Our regulator, Ofsted
- Exam boards
- Suppliers and service providers:
 - Learn Sheffield – a School Company of which this school is a member
 - List the specific types of providers (e.g. catering, IT provider, filtering and monitoring providers)
- Financial organisations
- Our auditors -

- Survey and research organisations
- Local Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection law applies:

- Google cloud services including Gmail and Google Suite for Education
- E.g. [Lexia Learning](#)

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting us.

Parents and pupils' rights regarding personal data

You have a right to make a 'subject access request' to gain access to personal information that we hold about you and your child. If you make a subject access request, and if we do hold information about you and your child, we will (subject to any exemptions that apply):

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our data protection officer. To request access, please contact the school office.

8.2 Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact the main school office.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

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

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**:

- Andy Wynne – andy.wynne@learnsheffield.co.uk
- However, our data protection lead has day-to-day responsibility for data protection issues in our school.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.