Telford Infant School

Privacy Notice 2018-2019

For parents and pupils – How we use your information.

Who are we?
Telford Infant School is the data controller. This means we are responsible for how your personal information is processed and for what purposes.

Telford Infant School is registered as the Data Controller with the Information Commissioner's Office (ICO); registration number Z8948548.

You can contact the school as the Data Controller in writing at:

Telford Infant School
Kelvin Road
Leamington Spa
CV32 7TE

or email admin2326@welearn365.com

What is a Privacy Notice?
A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is personal information?
Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?
The pupil and parent information that we collect, hold and share includes;

- Personal information including a pupil's name, date of birth, unique pupil number and home address

- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Images (photographs and film)
- Attendance information such as number of sessions attended, number of absences and absence reasons
- Educational information including records of work, assessment results, relevant medical information, detail of pupils' special educational needs, exclusions/behavioural information
- Contact information for parent and other named persons authorised, including telephone numbers, home addresses and email addresses
- Information about a child's home life, where required as part of safeguarding and welfare processes

Why do we use personal information?
We use pupil data to;

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

Collecting pupil information
Whilst the majority of pupil information parents 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.

What are the legal reasons for us to process personal information?
We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law
We collect and use general purpose information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process this personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests
We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information with, is set out in table 2.

3) With the consent of the individual to whom that information 'belongs'
Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information with, is set out in table 3.

4) To perform a public task
It is a day to day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported.

Details of the type of processing that we may undertake on this basis and who we may share that information with, is set out in table 4.

Special category personal information
In order to process special category data we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Processing relates to the personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes it the public interest

The lawful reasons for each type of special category data that we process is set out in the tables.

Who might we share personal information with?
We routinely share pupil information with:

- The pupil's family and representatives
- Schools that pupils attend after leaving us
- Warwickshire Local Authority
- The Department For Education (DFE)
- Ofsted
- Health Authorities (such as Warwickshire Health)
- Health organisations (such as doctors, health visitors)
- Police Authorities, courts and tribunals
- Smiles before and after school club
- Parent Teacher Association (PTA)
- ParentPay (payment tool for parents)

- ESchools (communication tool)
- Otrack (whole school online assessment tool)
- Tapestry (reception online learning journal)
- Education City (year 2 learning platform)
- Phonics Bug (whole school reading online learning platform)
- Letter Join (handwriting online platform)
- SIMS (our data management information system)
- SEND agencies (Special Education Needs & Disabilities such as Educational Psychologists)

We will add to this list any new companies/agencies we use/subscribe to in the future. We do not share information about our pupils or parents unless the law and our policies allow us to do so. Please refer to the tables for information about what personal information is shared with which specific third parties.

Data collection requirements
To find out more about the data collection requirements placed on us by the Department for Education (for example for school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

How long do we keep personal information for?
In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be downloaded from;
http://irms.org.uk/page/schoolstoolkit

Transferring data internationally
Where we transfer personal information to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?
Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Office at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively:

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Review
The content of this Privacy Notice will be reviewed June 2019.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Special Education Needs Report	*Children's and Families Act 2014, section 69*		*Local Authority SEND Supported*	*Legal Obligation*
Attendance register	*Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11 and 12*		*OFSTED, Local Authority*	*Legal Obligation*
Common Transfer file	*Education (Pupil Registration)(England) Regulations 2005, Regulation 6*		*School pupil transfers to*	*Legal Obligation*
Safeguarding information	*Education Act 2002, section 175* *Children's Act 1989, Section 17, 47, 83.* *Children's Act 2004, Section 11*		*Local Authority Receiving school if pupil transfers*	*Legal Obligation*
Admissions Register	*Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 14 and 15*		*OFSTED, Local Authority*	*Legal Obligation*
Curricular Record including Assessment and achievement data	*Education (Pupil Information) (England)Regulations 2005, Regulation 4*		*OFSTED, Local School. Local Authority*	*Legal Obligation*
Educational Record	*Education (Pupil Information) (England)Regulations 2005, Regulation 5 and 6*		*Parents, Local school*	*Legal Obligation*
Pupil Information i.e name, age address, Emergency contact details	*Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5*		*Department of Education – school census. Other schools – when pupils transfers*	*Legal Obligation*
Medical / Dietary / allergies		*Necessary for preventative or occupational medicine*	*Department of Education – school census. Other schools – when pupils transfers Educaterers (our school lunch providers)*	*Legal Obligation*

School Census	*Education Act 1996, Sections 537 & 537A, and accompanying regulations*		*Department of Education*	*Legal Obligation*
Staff information, including personal details, DBS check, qualifications	*Education Act 2005, section 114*		*Secretary of State, Warwickshire County Council, Disclosure and Barring Service*	*Legal Obligation*

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	*Medical staff i.e. paramedics/ambulance*	*Vital Interest*
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	*Medical staff i.e. paramedics/ambulance*	*Vital Interest*

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Images (photograph and film)		*Government agencies, eg Department for Education* *3rd party companies SIMs, Tapestry, Eschools* *Companies who take photographs on behalf of the school*	*Consent*
Email address		*Not shared*	

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Information i.e name, age address, Parent detail, Emergency contact details, email address of		*Department of Education – school census. Other schools – when pupils transfers*	*Legal Obligation*

guardian.			
Academic Progress data		*OFSTED, Parents, Health such as Speech and Language*	*Public Task & Legal Obligation*
Safeguarding information, Medical, Special Education Needs		*Local Authority, Health, Parents*	*Legal Obligation*
Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children.			