

Privacy notice for pupils

Aldryngton Primary School



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1. Introduction

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

This privacy notice explains how we collect, store and use personal data about **pupils at our school**, like you.

We, Aldryngton Primary School, Silverdale Road, Earley, Reading. Berkshire are the 'data controller' for the purposes of UK data protection law.

2. The personal data we hold

We hold some personal information (data) about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government.

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

- Your contact details
- Your test results, details about your learning and what you have achieved at school
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use school computers and other IT and communications systems
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to remote learning/pastoral support
- Trips and activities (such as name, DofB, medical requirements, NHS number, contact details and address)
- Catering, milk scheme and free school meal management (such as names, unique pupil number, DofB, parents NI number)
- Identity management and authentication ie applying to a new school

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

- Information about your characteristics, such as your ethnic background or any special educational needs (SEN)
- Information about any medical conditions you have
- Photographs and CCTV images
- Safeguarding Information (such as court orders and professional involvement)

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

3. Why we use this data

We use the data listed above to:

- a) Get in touch with you and your parents or carers when we need to
- b) To support pupil learning

- c) To monitor and report on pupil attainment and progress
- d) To provide appropriate pastoral care
- e) Make sure our computers and other school systems and equipment are used appropriately, legally and safely
- f) To keep pupils safe and healthy
- g) Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify your parent's/carers and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

We may send your parents/carers messages by email or text promoting school events, campaigns, charitable causes or services that you or they might be interested in.

3.2 Use of your personal data in automated decision-making and profiling

We don't currently put pupils' personal data through any automated decision-making or profiling process. This means we don't make decisions about you using only computers, without any human involvement.

If this changes in the future, we will update this notice to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in school, we monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. child protection policy, IT acceptable use policy)
- Protect your welfare

4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful bases for processing your personal information for the reasons listed in section 3 above are:

- For the purposes of a, b, c & d in accordance with the 'public task' basis – we need to process data to fulfil our official duties as a school.
- For the purposes of a, b, c, d, e, f & g, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of f, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of g, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have your explicit consent to use your information in a certain way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have your parent's/carers consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by your parent's/carers
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting this data

We will only collect and use your personal information when the law allows us to, as detailed above in section 4 of this notice. While most of the information we collect about you is mandatory (i.e. your parent's/carers have to give us the information), there is some information that you can choose whether or not to provide to us.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information your parent's/carers provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation we will inform your parent's/carers at the point of collection whether they are required to provide certain pupil information or if they have a choice and we will tell them what they need to do if they do not want to share this information with us.

Most of the data we hold about you will come from your parents/carers, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education (DfE)

6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you stop attending our school, if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our : <https://irms.org.uk/page/SchoolsToolkit> sets out how long we keep information about pupils.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

We'll dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

We don't share information about you with any third party without your parenr's/carers consent unless the law and our policies allow us to do so.

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

- Schools that you may attend after leaving us
- Our local authority, Wokingham Borough Council – because we have to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Services that support teaching, learning, assessment, safeguarding and school management systems.
- Our regulator, eg Ofsted
- Department for Education
- Suppliers and contract services: Catering services, under '5' free milk scheme, parental communications services
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Providers of extra-curricular services such as music services, before/after school clubs (where the pupil accesses these services)
- Police forces, courts or tribunals

7.1 Sharing data with the Department for Education (DfE)

We have to share information about you with the Department for Education (a government department) either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following legislation:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives

- Monitor how well the education system is working and how well our school is doing in terms of educating our pupils
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services

Please note: this list is not exhaustive.

National Pupil Database (NPD)

We have to provide information about you to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

7.2 Transferring data internationally

If you move abroad we may share personal information about you with your new school, where different data protection legislation applies:

Where we transfer your personal data to a third-party country or territory, we will follow UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

Your parent's/carers have a right to make a 'subject access request' to gain access to personal information that we hold about you.

They can make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it, how we are using it, and how long we will keep it for
- Explain where we got it from, if not from you
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your parents/carers consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about how we collect and use personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Mrs Julia Franks dpo@aldryngton.wokingham.sch.uk the Data Protection Officer.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our data protection officer is:

- Mrs Julia Franks dpo@aldryngton.wokingham.sch.uk [Name and contact details of your data protection officer]

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