**FULWELL JUNIOR SCHOOL**

**Privacy Notice : 5th March 2024**

**How we use pupil information**

The new General Data Protection Regulation (GDPR) came into effect on 25th May, 2018. As such, we are obliged to share with you the categories of information that we collect, hold and share about you and your child.

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

* Personal information (such as name, unique pupil number 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)
* Assessment information (such as termly internal progress assessments, Key Stage 2 results, PIVATS)
* Medical information (such as conditions that will involve the administration of medicine in school, allergies, asthma records etc.)
* SEND information (such as Educational Health Care Plans, provision maps etc.)
* Behavioural information (such as exclusions, warnings, contraventions of school rules)
* Safeguarding information (such as child protection referrals, social work reports etc.)
* Pastoral information (such as photography consent statements, permissions for offsite activities)

# Why we collect and use this information

 We collect and use pupil information, for the following purposes:

* to support pupil learning
* to monitor and report on pupil attainment progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to keep children safe (food allergies, or emergency contact details)
* to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

# The lawful basis on which we use this information

We need to collect and use pupil information in order to comply with the relevant legislation for providing education to a child, including the Education Act 2006, the Education and

Inspections Act 2006, and the Children’s Acts 1989 and 2004. Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR).

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender and any health conditions. Our legal basis for processing this data is provided by Article 9(2)(b) of GDPR. Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis – for example the use of permission slips for days out, and photographs or digital media to record such events. In order to comply with the General Data Protection Regulation, we will always inform you whether you are required to provide certain pupil information to us or if you have a choice in this, and will respect your right to refuse to provide information.

# Storing pupil data

We hold your main education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected. Full details of the Information and Records Management Society’s guidelines for retaining school information are available from the IRMS Toolkit for Schools.

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and when in transit.

# Who we share pupil information with

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us
* our local authority, Sunderland City Council
* the Department for Education (DfE)
* the School Nursing team and other health professionals  The Police and the SSCB of the Local Authority
* Contracted providers who process information on the School’s behalf – for instance, our SMS parental communication service (Schoolcomms) and Parentmail our in-school update apps, Marvellous Me, and other external professionals such as the Educational Psychologist.

# **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies require us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

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.

**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/datacollection-and-censuses-for-schools.](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

# **Department For Education (DFE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the [current government security policy framework](https://www.gov.uk/government/publications/security-policy-framework)

For more information, please see ‘How Government uses your data’ section.

## 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, please contact the school.

You also have the right to:

· to ask us for access to information about you that we hold

· to have your personal data rectified, if it is inaccurate or incomplete

· to request the deletion or removal of personal data where there is no compelling reason for its continued processing

· to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

· to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

· not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

# **Contact**

If you would like to discuss anything in this privacy notice, please contact the school in the first instance.

The School’s Data Protection Officer can be contacted via any of the following methods:

Data.Protection@sunderland.gov.uk

0191 520 5555,

Or via Data Protection Officer, Governance Services, Civic Centre, PO Box 100, Sunderland SR2 7DN