



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Privacy Notice – For School Pupils and Parents
St Michael's CE Infant School

Reviewed October 2024

Revised November 2024

To be Reviewed October 2025

Privacy Notice (How we use personal information)

‘St. Michael’s CE (Controlled) Infant School is the Data Controller for the use of personal data in this privacy notice’

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors’ information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- modes of travel
- behavioral information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- catering and free school meal management

Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- with consent of the data subject

- where we are complying with a legal requirement
- where processing is necessary to protect the vital interests of a data subject or another person and
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

When the personal data consists of special category data we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

When we process personal information for the purposes of complying with a legal requirement the relevant legislation includes the Education Act 1996, 2002 and 2011, the Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We also share pupils' data with the Department for Education (DfE) on a statutory basis either directly or via our local authority. 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) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting personal information

We collect pupil information via registration forms, application forms or Common Transfer Files (secure file transfer from a previous school)

Pupil data is essential for the schools' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is collected on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing personal data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information and how we keep your data safe please visit:

Data retention schedule [here](#)

Data Protection Policy [here](#)

The above links show how long we hold data for, the data security arrangements (high level) and the use of data within the school.

A link to policies more generally can be found [here](#)

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us

- our local authority
- the Department for Education (DfE)
- Health and Welfare (e.g., the School Nurse, Speech and Language Therapy Services) and the Ethnic Minority and Traveller Achievement Services
- Third party educational providers to allow individual logins or recording, such as Tapestry (we only share basic details, such as names)
- Friends of St. Michael's (FoSM) for
 - Any activities where food is provided so that children with allergies aren't compromised
 - Events such as an Art Evening so that children's art work can be identified for parents
 - Any activities where a register of participants is needed (e.g., school disco)
- Fraser Portraits (School Photographers) – Names and class only to enable them to produce bar codes for each pupil on school photo day
- Tucasi (SCOPay) so we can send messages, record lunches and set up trips and parents' evening.

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and 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 Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and 1 per year to the Police.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, 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, contact Mr. Jim Bell, Data Protection Officer for the school at adminoffice@st-michaels-inf.hants.sch.uk

You also have the right, subject to some limitations 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
- a right to seek redress, either through the ICO or through the courts

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact Mr. Jim Bell, Data Protection Officer for the school at adminoffice@st-michaels-inf.hants.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2024.

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these

conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE) you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

