



'Let Your Light Shine'

(Matthew 5.v16)

Privacy notice for parents and carers – use of your child's personal data

2023/24

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 at our school**.

We, St. Stephen's CE Primary School, Hall Lane, Willington, Co. Durham DL15 0QH, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Deborah Wilson (see 'Contact us' below).

2. The personal data we hold

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

- › Contact details, contact preferences, date of birth, identification documents
- › Results of internal assessments and externally set tests
- › Pupil and curricular records
- › Exclusion information
- › Attendance information
- › Safeguarding information
- › Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about 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
- › Photographs and CCTV images captured in school
- › Characteristics, such as ethnic background 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.

3. Why we use this data

We use the data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Administer admissions waiting lists
- g) Carry out research
- h) Comply with the law regarding data sharing

3.1 Use of your child's personal data for marketing purposes

Where you have given us consent to do so, we may send your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Lawful Basis (Article 6)

When we collect and use personal information we rely on at least one of the following...

- Consent: You or a legal representative have given consent.
- Legal obligation: it is necessary to meet a legal obligation
- Vital Interests: it is necessary to protect someone in an emergency
- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

Special Category Data (Article 9)

When we collect special category personal information we rely on one of the following...

- Comply with a law

- Health and Social Care: We use it to deliver health or social care services including child safeguarding.
- Archiving, Research or Statistical Purposes: We use it for archiving, research, or statistical purposes

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.

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 obtained your consent to use it in a specific way
- › We need to protect an individual's vital interests (i.e. protect your child's 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 manifestly public by you
- › We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- › We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- › Local authorities
- › Government departments or agencies
- › Police forces, courts, tribunals

6. How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Records management Policy and Retention schedule set out how long we keep information about pupils. These policies are available on our school website using the following links:

<https://www.ststephenscofe.durham.sch.uk/wp-content/uploads/sites/158/2021/09/Records-management-policy-and-procedures-21-22.pdf>

<https://www.ststephenscofe.durham.sch.uk/wp-content/uploads/sites/158/2023/10/Records-retention-schedule-2023-24.pdf>

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

7. Who we share data with

We do not share information about 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 share personal information about your child with:

- Our local authority Durham County Council– to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- schools that the pupil's attend after leaving us
- Health authorities
- Health and social welfare organisations
- Other local authorities
- Police forces, courts, tribunals
- Capita Children Services (school management software)
- Teachers2Parents (Parent messaging and communication service)
- Swimphony (Swimming management service. *For children attending swimming lessons)
- Taylor Shaw (Catering)
- Google (Google G Suite for Education)
- Nessy (Reading programme)
- Maths Circle Ltd (TT Rockstars)
- Charanga Ltd (music programme)
- School Cloud (Parent's Evening software)
- 2Simple (Early Years assessment software)
- Espresso (teaching resource)
- Nuffield Early Language Intervention (NELI)

Some of the service providers that we use may process the data outside European Economic Area (EEA) however they are still subject to the same risk assessment procedure and we are confident that the information is safe. Where this is the case it is listed in our published list of data service providers.

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school 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 third parties, such as other organisations which promote children's education or wellbeing in England. These third parties 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.

8. Your rights

8.1 How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- › 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
- › 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

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

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 Deborah Wilson, Data Protection Officer.

8.3 Your other rights regarding your child's data

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

- › Object to our use of your child's personal data
- › Prevent your child's data being used to send direct marketing
- › Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- › In certain circumstances, have inaccurate personal data corrected

- › In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- › Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- › In certain circumstances, be notified of a data breach
- › Make a complaint to the Information Commissioner's Office
- › Claim compensation for damages caused by a breach of the data protection regulations

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

9. 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.

Alternatively, you can make a complaint 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, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- › Deborah Wilson
St. Stephen's CE Primary School
Hall Lane
Willington
Co. Durham
DL15 0QH
Tel: 01388 746426
Email: dpo@ststephenscofe.durham.sch.uk