



Pupils and Parents Privacy Notice

This Privacy Notice has been written to inform parents and pupils of Stramongate School about what we do with your personal information. This Notice may be subject to change.

Who are we?

Stramongate School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact **Miss Simone Redhead, School Office, Stramongate School** or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect?

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

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Characteristics like free school meal and pupil premium eligibility
- Image and voice recordings taken for assessment, celebration and in CCTV for safety and security reasons
- Educational and assessment attainment (such as KS1 and phonics results and SATs results)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extra-curricular activities

- Family financial information (such as entitlement to meals, transport and premium funding to manage catering, school trip, etc.)

We will also process certain 'special category' data about our pupils including:

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information - please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Ethnicity, nationality, first language and religion

Why do we collect your personal data?

We collect and use pupil information to run School and manage pupils under section 537A of the Education Act 1996, under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013, and under the Education (Pupil Registration) (England) Regulations 2006; and for monitoring and researching under Section 83 of the Children Act 1989.

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress and provide data for national league tables
- 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 by the DfE
- to inform local Health Authorities in relation to the COVID-19 test, track and trace system
- we also may keep some information for historical and archiving purposes in the public interest

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR.

Article 6(1)(b) Necessary for the performance of a contract with the data subject or to take steps to enter into a contract (e.g. provide meals, uniform, professional photos or childcare)

Article 6(1)(c) Necessary for compliance with a legal obligation

Article 6(1)(e) Public Interest - Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Article 6(1)(a) Consent of the data subject

Article 9(2)(h) To prevent medical problems, access needs, and to support health and social care services (e.g. Educational Health & Care Plans (EHC) and records of medicine administration)

Article 9(2)(c) Necessary to protect the vital interest of a data subject or another individual where the data subject is physically or legally incapable of consenting.

Article 9(2)(g) Necessary for reasons of substantial public interest

Article 9(2)(i) To improve public health (e.g. we report contagious infections to Public Health England and local authority Environment Health Departments as required)

Article 9(2)(f) To defend a legal claim against us e.g. some special educational needs and all

accident records

Article 9 (2)(a) Explicit consent for specific purposes

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

~~We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).~~

We mainly collect pupil information through admission forms and common transfer files or secure file transfer from a previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>.

However, some information we ask for on a voluntary basis. **If you have a choice about providing information, we will inform you of this when we ask for it and ask for your consent to process it.**

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting **Miss Simone Redhead, School Office, Stramongate School.**

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (Cumbria County Council or the local authority from which a child is moving to us from)
- Previous schools **or nurseries** attended

Who do we share your personal data with?

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(e) (public task) or Article 6(a) (consent). **Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.**

We routinely share pupil information with:

- Schools that pupils attend after leaving us, to support their continuing education
- Our local authority and/or local authorities to which pupils move after leaving us to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- Social and Welfare organisations and child development and protection partners like Cumbria County Council Children's Services, Public Health, Inclusion & Social Care etc. to check attendance, monitor and protect children; the NHS for medical referrals and support; private companies offering counselling and other family or support services and the Police
- Health Care Professionals
- The Department for Education (DfE) to help decide our School funding, monitor attainment and benchmark it nationally, compile league tables, develop national education policy and monitor it
- Medical services like the school nurses or the NHS for things like screening, vaccinations, health/eye/dental checks, EHCP provision etc. and Public Health England about certain contagious infections our pupils come into contact with
- Cumbria County Council, the NHS, District Councils (Environmental Health) and Public Health England in order to support COVID-19 testing, contact tracing and outbreak management
- Voluntary and charitable organisations (with your permission only), such as Barnado's and similar organisations who can offer families practical help and support
- Service Providers
 - DB Primary our Virtual Learning Platform
 - School Grid Catering system
 - Parentmail/Plus Pay for communication
 - Kym Allan Associations for School trips management
 - Learning applications-Mathletics, Class Dojo, Teacher Your Monster to Read and Times Tables Rockstars
 - Cumbria County Council, such as Music Services, Free School meals department
 - Capita
 - FFT Aspire
 - Better Leisure, regarding pupil safeguarding issues relating to curriculum swimming lessons

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

How long do we keep your personal data for?

Stramongate School will store pupil data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools (Rev 2019). Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

~~Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the pupil if it receives a request to exercise a data protection right from a parent.~~

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

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 on **18 June 2020**.

Department for Education (DfE)

We share pupils' data with the Department for Education (DfE) on a statutory basis.

The DfE collects personal data from educational settings and local authorities via various statutory data collections. The law requires us to share information about our pupils with the DfE either directly or via our local authority for the purposes of those data collections, under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. Also Section 537A of the Education Act 1996, the Education (School Performance Information (England) Regulations 20017 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

All data is transferred securely to the DfE and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see the section on 'How Government uses your data' below.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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/data-collection-and-censuses-for-schools>.

The National Pupil Database

Much of the data about pupils in England is held in the National Pupil Database (NPD).

The NPD is owned and managed by the DfE 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 only. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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

Sharing by the DfE

The law allows the Department 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 DfE's NDP 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 roughly 1 per year to the Police.

For information about which organisations the Department 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>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the **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 **DfE**, you should make a 'subject access request' **to them**. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the DfE go to: www.gov.uk/contact-dfe