

Privacy Notice - How we use your personal information Pupils, Parents / Carers

About Us

Nettleham Church of England Aided Junior School is known as the "Controller" of the personal data that it collects relating to its pupils. This notice will explain how we use and share your information. We collect and use pupil information under Article 6 and Article 9 of the General Data Protection Regulation (GDPR).

Why do we collect and use this information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

What personal data do we collect and use?

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

- personal information (such as name, address, unique pupil number, contact preferences, date of birth, photographs)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, absence reasons)
- assessment information (such as pupil progress, test and exam results)
- medical information (such as food allergies, pupil medication, medical incidents)
- Special Educational Needs and Disabilities information (such as learning difficulties, medical needs, previous learning or medical needs, details of support received, care packages and plans)
- Behavioural information (such as rewards, achievements, incidents and exclusions)



We also collect and use special categories of personal data that may include:

- physical or mental health needs
- racial or ethnic origin
- court proceeding, outcomes regarding a child
- religious or other beliefs

How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face / Telephone calls

If you attend our offices or telephone us we may collect your personal data verbally.

We will inform you if we record or monitor any telephone calls you make to us. Recordings may be used as evidence of the call and for our staff training and quality purposes.

Emails

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

Online Services

We will collect your information from online forms and applications that you use relating to a pupil's education. This will include our own online forms and learning resources as well as Lincolnshire County Council, your child's previous and future schools.

CCTV

We have installed a CCTV system in our premises for the purposes of public and staff safety and crime prevention and detection. In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme.



We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary.

How long do we keep your information for?

We keep personal information about pupils while they are attending our school and may keep it beyond their attendance if this is necessary in order to comply with our legal obligations. We are required to retain personal data only for as long as is necessary, after which it will be securely destroyed in line with our data retention policy.

How do we keep your data safe?

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Access to information is strictly controlled and all staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

The schools IT provider back up all our data within the UK.

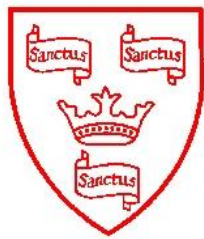
Your personal data is not processed outside of the EU.

Who do we share your information with?

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

We may share pupil information:

- Schools and education providers that the pupil has or will attend.
- Lincolnshire County Council (our local authority)
- The Department for Education (DfE)
- Healthcare, social and welfare organisations and professionals
- Our regulators Ofsted and SIAMS (Statutory Inspection of Anglican and Methodist Schools)
- The Police and Law Enforcement



- Suppliers and service providers (such as school meals, online learning resources, management information systems, communications systems, Lincolnshire Music Service)

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

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 NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

conducting research or analysis

producing statistics

providing information, advice or guidance

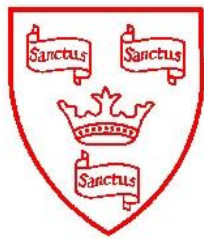
The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

who is requesting the data

the purpose for which it is required

the level and sensitivity of data requested: and

the arrangements in place to store and handle the data



To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be made to

dataprotectionofficer@nettleham-junior.lincs.sch.uk

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact our Data Protection Officer at

dataprotectionofficer@nettleham-junior.lincs.sch.uk

Nettleham CofE Aided Junior School
Mill Hill
Nettleham
Lincoln
LN2 2PE

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk