

Privacy Notice Stepside CP School

How we use pupil information:

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, 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, school nurse, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Foundation Phase targets and outcomes and Key Stage Two targets and outcomes)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Contact information for school trips/excursions (parent contact details, emergency contacts, passport details, health/medical information)

Why we collect and use pupil information:

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

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

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

- Because you have given your **consent**
- Because it is necessary for the performance of a **contract** to do so
- Because we have a **legal obligation** to process
- Processing is necessary to protect the **vital interests** of a data subject or another person
- Because it is necessary for the performance of this **public task** to do so
- Necessary for the purposes of **legitimate interests** to do so

In addition, concerning any special category data:

Under the General Data Protection Regulation (GDPR), the conditions under Article 9 we rely on for processing pupil information are:

- Because you have given your explicit consent to do so

- Because it is necessary for us to carry out our specific obligations as data controller to do so
- Because it is necessary to protect vital interests to do so
- Because it is necessary in the course of legitimate activities to do so
- Because it is data you have already placed in the public
- Because it relates to a legal claim to do so
- Because it is in the public interest to do so
- Because it is necessary for the purposes of preventative or occupational medicine to do so
- Because it is necessary for the reasons of public health to do so
- Because it is necessary for archiving purposes in public interest, scientific or historical research or statistical purposes to do so

How we collect pupil information :

We collect pupil information via

- data collection forms when a child starts school and updates to these annually.
- Common Transfer Files when the pupils comes to us from another school
- Consent and medical forms for residential trips

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested 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.

How we store pupil data:

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact admin.stepaside@pembrokeshire.gov.uk

Who & why we share pupil information

We routinely share pupil information with:

- * schools that the pupils attend after leaving us
- * our local authority
- * Health Board
- * PS connect, our texting service provider
- * the Department for Education (DfE)

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

Department for Education

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 Welsh Assembly Government legislation

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

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)

Requesting access to your personal data & your rights

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, contact Mr Paul Harries at the school in the first instance.

You also have the right 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

Complaints or Queries

Stepaside CP School endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy. Data Protection Officer
Pembrokeshire County Council
County Hall, Haverfordwest, SA61 1TP
Email: dataprotection@pembrokeshire.gov.uk

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email case worker@ico.org.uk

Telephone No: 0303 123 1113

We will keep this privacy notice under review.