

A decorative graphic featuring three blue circles of varying sizes and two thin blue lines. One large circle is at the top center, a smaller one is below it to the right, and another large circle is at the bottom right. Two thin lines cross the page diagonally, one from the top left to the bottom right, and another from the top right to the bottom left.

Data Privacy Notice: Pupils and Families

Rudyard Kipling Primary School

October 2021

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Children's assessment data (such as test results, teacher assessments, end of year reports)
- Information about additional education interventions carried out by the school
- Information about any special educational needs children may have
- Logs of behavioural incidents and exclusions

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to contact and provide information to parents and guardians
- 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

The lawful basis on which we use this information

We collect and use pupil information under the following bases (in our role of collectors of data we are known as the 'Data Controller'):

"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" - GDPR Article 6(1)(e)

"processing is necessary for compliance with a legal obligation to which the controller is subject – GDPR Article 6(1)(c)"

"processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject" - GDPR Article 9(2)(g)

Collecting pupil information

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.

Storing pupil data

Pupil data is stored securely at school using a database called SIMS. Other information is stored on our school network in electronic format. Hard copies of data are filed securely. Data is only accessible to those authorised to view it (see Data Protection Policy – available on the school website).

Academic and administrative records are retained in line with the data retention schedule which can be found as Appendix 2 of our Data Protection Policy. Special Educational Needs files, reviews and Individual Education Plans are kept until 25 years after the Date of Birth of the pupil.

Photographs and videos of pupils are taken throughout their time at school and kept securely in as part of our statutory duty as an educational establishment in order to record learning and progress. These photos are retained after pupils have left our school for historical and archiving purposes in the public interest.

Some photographs may be published on our school website, our school 'Twitter' account, in local or national media or included in brochures or leaflets to publicise our school. This is only done with specific consent from parents. These photos will remain published for the for the duration of that publication's life. Parents/carers have the right to withdraw this consent at any time using the Withdrawal of Consent form which is available from the school website or the school office.

Who 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)

Other instances where we may share information:

- We may need to share information about children's health and wellbeing with the School Nurse
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry

- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your child's information with them if this is relevant to their work.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
- IT consultants who might access information about your child when checking the security of our IT network; and
- We use third party "cloud computing" services to store some some information in addition to the information being stored on the network server located on the school site.

Why we share pupil information

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

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

ParentPay

We use the online payment system, ParentPay to provide, modern services for parents. It reduces bureaucracy and streamlines cash handling processes within our school. ParentPay Ltd is a limited company and is registered with the Information Commissioner in terms of the requirements of the GDPR to hold and process personal information.

Using your personal information

The school is a "controller" of the personal information and when you children join us, we ask for the following information: parent/carer contact details (name, address, phone, email); the child's name, date of birth, gender and address and free meal entitlement.

Why do we need this information?

The school holds the information described above on a secure database ("SIMS"). This information will be shared with ParentPay to allow parents to make online payments for their child's school. The ParentPay system also provides income management for schools, dinner money administration and an integrated parent communication system.

ParentPay will hold your information and your child's information on a secure database within the UK and will use your information and your child's information in connection with the provision of online payments for schools and for no other purpose.

ParentPay will hold your information while your child attends our school and at the end of that period the school will ask ParentPay either to return your information to the Council or securely destroy it.

You can ask for your data to be updated or removed from ParentPay by notifying the school. If you wish your data to be removed from ParentPay, we would tell them to stop using this information, and you would no longer be able to make online payments for your child.

The school and ParentPay have entered into a Data Processing Agreement which sets out the duties of each party to comply with the requirements of the GDPR.

SchoolPing

As a school, it is part of our statutory duty to provide and communicate information about their child's education to parents. To this end, we share primary contact information with DB Primary's SchoolPing (<https://www.schoolping.co.uk>). This allows us to quickly and cost-effectively contact parent/carers via text and/or Email.

SIMS Parent App

To ensure that we are compliant with data protection law, personal data must be accurate and kept up to date.

In order to comply with these regulations, parents are able to access, review and request changes to the data held on our systems direct from their PC or mobile device via a link on the school website using SIMS Parent (<https://www.sims-parent.co.uk/>)

Using this system, parents can update contact details, medical information and permissions to ensure we have the most current information. Any changes made are flagged up to school admin staff who then allow the SIMS database to automatically update.

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>

Requesting access to your personal data

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 admin@kipling.brighton-hove.sch.uk

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 our Data Protection Officer (James Lewin) via our admin email: [**admin@kipling.brighton-hove.sch.uk**](mailto:admin@kipling.brighton-hove.sch.uk)