



Privacy Notice (How we use pupil information)

Swanage Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Adam Burt is the data protection officer; they act as a representative for the school with regard to its data controller responsibilities. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01929 422424 or sps.office@coastalpartnership.co.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Swanage Primary School upholds are imposed on the processor.

The categories of pupil information that we process include, but is not limited to:

- 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, 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 key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- specific consent for participation in trips and activities
- school meal management
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Why we collect and use pupil information

Swanage Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:



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- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013

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

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. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

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)

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Swanage Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. 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.

For more information, please see 'How Government uses your data' section.

Swanage Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

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 the school office on 01929 422424 or sps.office@coastalpartnership.co.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; and
- a right to seek redress, either through the ICO, or through the courts

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time and you must inform us of this as soon as possible. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Subject Access Requests

Under the Data Protection Act 1998, pupils have a right to request to access information the school holds about them. This is known as a Subject Access Request.

Subject Access Requests must be submitted in writing, either by letter, email or fax.

Requests should include:

- the pupil's name
- a correspondence address
- a contact number and email address
- details about the information requested

The school will not reveal the following information in response to SARs:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child



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SARs for all or part of the pupil's educational record will be provided, free of charge, within 15 school days of a request. Personal data about a child belongs to that child, and not to the child's parents. This is the case even where a child is too young to understand the implications of subject access rights. For a parent to make a SAR, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of subject access rights.

If parents ask for copies of information, they will be required to pay the cost of making the copies.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs. K. James sps.office@coastalpartnership.co.uk 01929 422424.