



# MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

## GDPR PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

### Who Processes Your Information?

Malcolm Sargent Primary School (the 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. Liz Town, the School Business Manager, acts as a representative for the school with regard to its data controller responsibilities; she can be contacted at [liz.town@malcolmsargent.lincs.sch.uk](mailto:liz.town@malcolmsargent.lincs.sch.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 the School upholds are imposed on the processor.

Joe Lee of Ark ICT Solutions Limited is the School's Data Protection Officer (DPO). His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted [joe.lee@ark.me.uk](mailto:joe.lee@ark.me.uk).

### Why Do We Collect And Use Your Information?

The School holds the legal right to collect and use personal data relating to pupils and their families, and it may also receive information regarding them from their previous school, LA and/or the DfE. The School collects and uses 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:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

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

### Which Data Is Collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information ie names, address, contact numbers and addresses
- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility

- Attendance information ie number of absences and absence reasons
- Assessment information ie national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions
- Child protection information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. 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.

### **How Long Is Your Data Stored For?**

Personal data relating to pupils at the School and its families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will My Information Be Shared?**

The school is required to share pupils' data with the DfE on a statutory basis. This includes the following:

- Personal information ie names, address, contact numbers and addresses
- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information ie number of absences and absence reasons
- Assessment information ie national curriculum assessment results
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The School is required by law to provide information about its 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 its pupils from the NDP with third parties which 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 NDP is maintained.

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school (primary or secondary)
- The LA
- The NHS

The information that we share with these parties includes the following:

- Personal information ie names, address, contact numbers and addresses

- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information ie number of absences and absence reasons
- Assessment information ie national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions
- Child protection information

Parents are able to request that only their child's name, address and date of birth are passed to the LA or by informing the School office in writing. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit the LA's website at [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

### **What Are Your Rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where Can You Find Out More Information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website at [www.malcolmsargentschool.co.uk](http://www.malcolmsargentschool.co.uk) or download our GDPR Data Protection Policy.

### **Declaration**

I declare that I understand:

- The School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The School may share my data with the DfE, and subsequently the LA.
- The School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

