

# Privacy Notice for Parents/Carers & Pupils

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Blakedown Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number **Z3218058**.

This privacy notice explains how we collect, store use and share personal data about pupils and parents.

We, Blakedown CE Primary School, Birmingham Road, Blakedown, Kidderminster, Worcestershire, DY10 3JN, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is the School DPO Service and is contactable via [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk).

## What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

## What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home 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.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes
- Details of any medical conditions, including physical and mental health
- Details of any support received, including care packages, plans and support providers
- Photographs and videos
- Destination information including which secondary school attended

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use personal information?

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- To provide appropriate pastoral care
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing
- Support a young person in their transition to secondary school
- Membership of and related notifications from the PTA

## **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.

## **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

### **1) To comply with the law**

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the School by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

### **4) To perform a public task**

It is a day-to-day function of the School to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

## **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

## **Who might we share your information with?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority

- the Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulators (i.e. Ofsted and the Diocese of Worcester)
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We do not share information about our pupils or parents unless the law and our policies allow us to do so. Please refer to the tables for information about what personal information is shared with which specific third parties.

#### **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>.

#### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

#### **How long do we keep your information for?**

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the School is required to retain the information. A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

#### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

#### **Parents and pupils' rights regarding personal data**

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively:

School Data Protection Officer  
 Warwickshire Legal Services  
 Warwickshire County Council  
 Shire Hall  
 Market Square  
 Warwick  
 CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

You also have the right to:

- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

- Where the school processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school to inform them of their reasons for their objection. The school will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the school is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

If you have a concern 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/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.

### **Review**

The content of this Privacy Notice will be reviewed in November 2024.

**Table 1 – Personal information we are required to process to comply with the law:**

Information Type	Relevant legislation	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Special Education Needs Report	Children’s and Families Act 2014, section 69		Local Authority	Legal Obligation
Special Educational Needs	Education Act 1996, section 317		Local Authority	Legal Obligation
Attendance Register	Education (Pupil Registration) (England) Regulations 2006, Regulation 4, 10, 11 and 12		Ofsted, Local Authority	Legal Obligation
Common Transfer file	Education (Pupil Registration) (England) Regulations 2005, Regulation 6		School that pupil transfers to	Legal Obligation
Safeguarding information	Education Act 2002, section 175 Children’s Act 1989, Section 17, 47, 83 Children’s Act 2004, Section 11		Local Authority	Legal Obligation
Admissions Register	Education (Pupil Registration) (England) Regulations 2006, Regulation 4, 10, 11, 14 and 15		Ofsted, Local Authority	Legal Obligation
Curricular Record including Assessment and achievement data	Education (Pupil Information) (England) Regulations 2005, Regulation 4		Ofsted, Local Authority, Local School	Legal Obligation
Educational Record	Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6		Parents, Local school	Legal Obligation
Pupil Information i.e. name, age, address, emergency contact details	Education (Information About Individual Pupils) (England) regulations 2013, Regulations 3 and 5		Department of Education – school census. Other schools – when pupils transfers.	Legal Obligation
Pupil Information	Education Act 1996, section 537a		Secretary of State or any prescribed	Legal Obligation

			person for a purpose within the Act	
Medical Dietary / allergies		Necessary for preventative or occupational medicine	Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
School census including pupil personal details	Education Act 1996, Sections 537 & 537A, and accompanying regulations		Department of Education	Legal Obligation
School Census - Ethnicity	Education Act 1996, Sections 537 & 537A, and accompanying regulations	Consent	Department of Education	Legal Obligation
Exclusions	Education Act 1996, section 51A & Education Act 2002, section 51A		Local Authority	Legal Obligation
Attendance Information	Education Act 1996, section 444		Local Authority in relation to Education Supervision Orders	Legal Obligation
School Attendance Order	Education Act 1996, section 437A		Local Authority	Legal Obligation
Education Supervision Orders	Children’s Act 1989, section 36		Local Authority	Legal Obligation
Accident Records	Reporting of Injuries, Diseases & Dangerous occurrences regulations 2013 (RIDDOR)		Health & Safety Executive	Legal Obligation
Suitable Education – Not received due to illness/exclusion	Education Act 1996, section 19		Local Authority	Legal Obligation
Suitable Education – Not received for any other reason	Education Act 1996, section 436A		Local Authority	Legal Obligation
Qualifying Complaint Information	Education Act 2005, section 11B		Chief Inspector	Legal Obligation

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s **vital interests**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical staff i.e. paramedics / ambulance. Responsible/ First Aid trained staff on residential trips	Vital Interest
Pupil Dietary Requirements (food allergies)	Necessary for preventative/ occupational medicine.	Medical staff i.e. paramedics/ ambulance	Vital Interest
Pupil Medical Conditions & Emergency Contact Details	Necessary for preventative medicine	Medical staff i.e. paramedics/ ambulance. Responsible/ First aid trained staff on residential trips.	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Medical staff i.e. paramedics / ambulance	Vital Interest

**Table 3** - Personal information we process with the **consent** of the individual to whom that information ‘belongs’

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs	Website provider	Consent of individual	
Parental Email address and telephone number		Parent Mail email/text service, Cool Milk (infants and FSM), Evidence Me (email only). Free School Meal Department at the Local Authority. ParentPay school meals payments. LA for in-year transfers.	Consent
Pupil Information i.e name, D.O.B, year group		Evidence Me, Cool Milk, School Photograph Company, ParentPay,	Consent

		Thrive Online, Nessy, OTrack, NELI, LA for in-year transfers.	
Medical Conditions & Pupil Emergency Contact Details		Extra-Curricular External Sport Providers- after school sports clubs, wrap around care.	Consent
Parental Information- Name, Address,		LA in-year transfers. School transfer.	Consent
Participation in Extra Curricular Academic / Sporting Activities – Attendance Registers	Consent	Extra-Curricular External Sport Providers.	Public Task
Consent Forms/ Permission Slips/ Home School Agreements	Consent	Not shared externally.	Public Task

**Table 4** - Personal information we are required to process because it is necessary to do so in order to perform a **public task**

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil information i.e. name, age address, Parent detail, Emergency contact details		Department of Education, school census. Other schools – when pupils transfers	Legal Obligation
Academic progress data learning journals, staff observations		Ofsted, Parents, Health such as Speech and Language, Health	Public Task & Legal Obligation
Safeguarding information, Medical, Special Education Needs		Local Authority, Health, Parents	Legal Obligation
Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children.		Parents, Local school, Health	Legal Obligation
Free School Meal / Pupil Premium Eligibility		Department of Education – school census. Other schools – when pupil transfers	Public Task
Looked After Child / Adopted Child Data		Department of Education – school census	Public Task
Education History		Other schools – when pupil transfers	Public Task



Take up of School Meals (Universal Infant Free School Meals)		Department of Education – school census.	Public Task
Behaviour Incidents		Not shared externally	Public Task
Attendance Issues		Local Authority – Attendance Officer Audits	Public Task
Accident Reports		Local Authority Health & Safety Team (where necessary), Health & Safety Executive - RIDDOR (Reporting of Injuries, Diseases & Dangerous occurrences regulations 2013)	Public Task
Individual Pupil/Parents – Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP)		Extra-Curricular External Sport Providers- after school sports clubs, wrap around care. Teachers from Agencies. Evolve	Public Task
Records of Interventions		LA Specialist Support Service – where necessary	Public Task
Activity/Meal Payments, debts incurred		Payments not shared externally. Bad debts may be referred to LA legal team where school's debt recovery policy has failed	Public Task