Privacy Notice

How we use parent/carer information – Michael Faraday Primary School

The categories of parent/carer information that we collect, hold and share include:

- Personal information (such as name and address)
- Personal information about a parent/carer's relatives (such as name, contact details, relationship to child)
- Safeguarding referrals and paperwork
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Details of any support received, including care packages, plans and support providers
- Data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.
- Disability and access requirement
- CCTV, access control video/systems and still photography, for safeguarding if installed on site

Why we collect and use this information

We use the parent/carer data:

- to provide appropriate medical care
- for communication
- to comply with safeguarding regulations
- support pupil learning
- report and monitor pupil progress
- to provide pastoral care
- to ensure and protect pupil welfare
- to assess our services and their quality
- to administer admissions
- the management of school trips
- to comply with the law regarding data sharing
- to facilitate voluntary parental donations to the school

The lawful basis on which we use this information

We only collect and use parent/carer personal data when the law allows us to. Most commonly, we process it where:

• We need to comply with a legal obligation

• We need it to perform an official task in the public interest

Less commonly, we may also process parent/carer personal data in situations where:

• We need to protect the individual's interests

We collect and use parent/carer information under

- The Education Act (various years)
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (UK GDPR) (includes special category data)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 paragraph 18 (Individuals at risk)
- Data Protection Act 2018 Schedule 1 paragraph 8 (Equality of opportunity)

The DfE process census data under the various Education Acts – further information can be found on their website: https://www.gov.uk/education/data-collection-and-censuses-for-schools

Collecting parent/carer information

Whilst the majority of parent/carer 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 parent/carer information to us or if you have a choice in this.

Storing parent/carer data

We keep personal information about parents and carers of pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep information about parents and carers of pupils in accordance with the Information and Records Management Society's retention periods.

For further information please contact the school office, info@michaelfaraday.southwark.sch.uk

Who we share parent/carer information with

We routinely share parent/carer information with:

- Schools that the pupils attend after leaving us
- NHS (Including CAMHS, Social Care, therapy providers and organisations)
- Local Authority Southwark
- Police, courts and tribunals
- Consultants, professional advisers and bodies
- Examining bodies
- Insurance Southwark Council
- The pupil's family and representatives
- MiS Arbor
- Google classroom
- Financial organisations
- Cashless systems (Arbor Pay – Magic Booking)
- Communication systems (School Cloud)
- Student assessment companies (e.g. White Rose, Tapestry, Micro Librarian, TT Rock Stars, , google education, 3p Learning)
- Evolve
- InVentry
- IT Provider – Deku Solutions
- LGFL
- Safeguarding system (CPOMS)
- WONDE (Populated from Arbor)
- Auditors
- Zoom and MS Teams
- Filtering and Monitoring LGFL WebScreen and Senso
- Other companies/people/organisations in reasonable circumstances
- Suppliers and service providers – to enable them to provide the service we have contracted them for

Why we share parent/carer information

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

Police National security, Defence, Public Security,
We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article 23 UK GDPR)

Transferring data internationally

If we transfer personal data to a country outside the UK, we will do so in accordance with data protection law.

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 office at info@michaelfaraday.southwark.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or a complaint about the way we are collecting or using your personal data, we request that you raise your concern or complaint 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:

David Powell
dpo@sapphireskies.co.uk