Privacy Notice

How we use pupil information – Michael Faraday Primary School

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details 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)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special Education Needs information (Including the needs and ranking)
- 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)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Safeguarding referrals and paperwork (such as court orders and professional involvement)
- Catering and free school meal management
- Management of school trips
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- 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.
- CCTV, access control video/systems and still photography, for safeguarding if installed on site

Why we collect and use this information

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- Pupil selection

- To provide appropriate pastoral care
- To assess the quality of our services
- Administer admissions waiting lists
- To comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes
- To report pupil progress and attainment
- to monitor and report on pupil attainment progress
- to assess the quality of our services
- to keep children safe (food allergies and photos of susceptible children and emergency contact details)
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Pupil selection (and to confirm the identity of prospective pupils and their parents);
• Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
• Informing decisions such as the funding of schools;
• Assessing performance and to set targets for schools;
• Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
• Support teaching and learning;
• Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
• Managing internal policy and procedure;
• Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
• To carry out statistical analysis for diversity purposes;
• Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
• Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
• Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
• Making use of photographic images and video recording and filming of pupils in school publications,
on display boards, on the school website, on other Saracens family websites and on social media channels;
• Displaying photographs of pupils with medical problems and allergies in the kitchen for use in serving of suitable meals
• Security purposes, including CCTV; and

• Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
• To provide support to pupils after they leave the school and continued alumni contact

The lawful basis on which we use this information

We only collect and use pupils' 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 pupils' personal data in situations where:
• We have obtained consent to use it in a certain way
• We need to protect the individual's interests
Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which allow and justify our use of this data.

We collect and use pupil information under:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- 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 pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school

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 UK 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

We keep personal information about 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 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 pupil information with

We routinely share pupil information with:

- The Local Authority – Southwark Council
- Department for Education
- Ofsted
- School Cloud
- Arbor (school management database system)
- Insurance provider (Southwark Council)
- School Nurse (where appropriate) schools that the pupils attend after leaving us
- NHS (Including CAMHS, Social Care, Therapy Providers and organisations)
- Health and social welfare onganisations
- Police, courts and tribunals
- Google classroom
- Communication systems (School Cloud and Arbor)
- Student assessment companies (e.g.Tapestry, White Rose, Micro Librarian, Bug Club TT Rockstars, Tapestry)
- Zoom and Teams
- Sonar Assessment
- Evolve
- IT Provider – Deku Solutions
- LGFL
- Catering company – Olive Dining
- Schools that the pupils attend after leaving us
- WONDE (populates Arbor)
- Atomwide
- Safeguarding system (CPOMS)
- Photography companies - Van Cols

- Pupil's family and representatives
- Educators and examining bodies,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- InVentry
- Central and local government
- Our auditors
- Zoom and Teams
- Survey and research organisations
- Security organisations
- Professional advisers, consultants and bodies
- Filtering and Monitoring (LGFL WebScreen and Senso)
- Charities and voluntary organisations
- Other companies/people/organisations in reasonable circumstances

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow 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.

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)

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

All data is transferred securely and held by the Department for Education (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.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under::

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

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.

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

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