

Privacy Notice – KSA Primary

Review required: February 2021

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

- personal information (such as name, contact details, address and unique pupil number)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information (such as key stage 1, phonics results, and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs and/or videos of our pupils, for which consent has been given in advance

Why we collect and use pupil and parent/guardian information

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
- g) to comply with the law regarding data sharing

We collect and use parent/guardian information

- a) For contact details in both routine and emergency situations
- b) To help understand children's background and/or family customs

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are article 6 and article 9.

How we collect pupil information

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data to satisfy the GDPR regulations. The GDPR states that we must comply with legal obligations and data held must be in the vital interest of the data subject. The period for which the personal data is stored should be limited to a strict minimum and that time limits should be established by the data controller for deletion of the data for a periodic review. Most data that belongs to your child will move to their next school with them. Some data that relates to Special Educational Needs and Disability, External Exams, Child Protection and Major Accident issues will be kept on file at the school up until a time when the child reaches 30 years old. This data will be kept under review and disposed of if necessary before this date. This is because your child has a right to view any documents related to their care once they reach adulthood.

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)
- National Health Service (NHS)
- The Alwoodley, Roundhay & Moortown Cluster (ARM)
- Khalsa Academies Trust (KAT)
- Iris Connect
- Other services that may have contact with your child

Why we regularly 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 the DFE under regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013.

We also share data with the National Pupil Database (see below).

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-school>

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 law allows the Department for Education to share pupils' personal data with third parties who promote the education and 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 data. Decisions on whether DfE releases data to third parties are subject to strict approval processes and based on detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- 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 NPD 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>

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 DPO on dpo@khalsscienceacademy.org.uk.

You 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 Information Commissioner's Office (ICO) or through the courts

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact the school office by emailing info@khalasacienceacademy.org.uk or on 0113 8873680.