

## **Privacy Notice for Parents (How we use pupil information)**

Burlington Infant and Nursery 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. The Headteacher acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0208 942 1586 or [admin@burlingtoni.org.uk](mailto:admin@burlingtoni.org.uk)

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third-party processor, the same data protection standards that Burlington Infant and Nursery School upholds are imposed on the processor.

Dale Vearncombe (Governor) is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via [admin@burlingtoni.org.uk](mailto:admin@burlingtoni.org.uk). The data protection officer delegates the day to day responsibilities of this role to the data protection team (DPT). The DPT consists of the Headteacher Su Yay-Walker, the School Business Manager Clare Burton, the School website and communications officer Navita Rathod and the HR and Finance officer Nicki Martin.

### **Why do we collect and use pupil information?**

We collect and use pupil information under the Section 537A of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We also collect data under the EU – General Data Protection Regulation,

- o Article 6 “Lawfulness of Processing”: Processing is necessary for compliance with a legal obligation to which the controller (i.e. the school) is subject.
- o Article 9 (c) “Processing of Special Categories of Personal Data”: Processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.

We may also receive information about our pupils from their previous schools or nursery, the local education authority or the Department for Education (DfE).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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

- Personal information (such as name, unique pupil number 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)
- Assessment information, (such as teacher assessment levels, SATS scores, and progress tracking scores or as required by the Department of Education (DfE))

- Medical information (such as details into medical condition, treatment of medical condition and medicines to be administered, first aid incidents)
- Special Educational Needs information (such as type of special educational need, intervention information, referral information to other LA services)
- Safeguarding information and any information relating to social care
- Behavioural information (such as behaviour incidents, behaviour monitoring and sanctions and rewards information)
- Asylum/Refugee status information as required by the Local Authority
- Parental contact details
- Admission numbers
- Previous educational settings
- Child's birth date confirmation
- Child's address confirmation
- Sibling information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us 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.

### **Storing pupil data**

We hold pupil data in the form of secure paper and electronic records. This information is stored and retained in accordance with the Information and Records Management Society (IRMS) 2016. As guidelines become updated we will adhere to the new updates.

### **Who we share pupil information with?**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority, including the Education Welfare Officer
- the Department for Education (DfE)
- Agencies such as the Standards and Testing Agency, Ofsted, the Department of Health and Social Care, The Police and Social Services.
- The NHS (for routine health checks and vaccinations undertaken in schools)
- Educational software providers for services to enhance the curriculum
- Communication and Payment providers for services to enhance parental communication and allow online payments.

### **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.

### **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) is owned and managed by the DfE 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>

### **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 Headteacher via the school office.

You also 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
- where data is not related to safeguarding and in certain circumstances, you may request that inaccurate personal data is rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

The Headteacher  
Burlington Infant & Nursery School  
Burlington Road  
New Malden  
KT3 4LT

Or by email via [admin@burlingtoni.org.uk](mailto:admin@burlingtoni.org.uk)