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’ to individuals where we are processing their personal data.

This privacy notice explains who we collect, store and use personal data about pupils. We, Sapperton C of E Primary School, are the ‘data controller’ for the purposes of data protection law.

The personal data we hold.
Personal data that we may collect, use, store and share (when appropriate) about pupils and/or parent/carers may include, but is not restricted to:
- 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.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.
- Photographs.

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 this data.
We use this data to:
- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Assess the quality of our services.
- Administer admissions waiting lists.
- Carry out research.
- Comply with the law regarding data sharing.

Our legal basis for using this data
We only collect and use pupil’s personal data when the law allows us to. Most commonly, we process 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 pupil’s personal data in situations where:
- We have obtained consent to use it in a certain way.
- We need to protect the individual’s vital interests (or someone else’s interest).
- We need to meet our contractual obligations.
- To keep information / data received from external enquiries regarding future placements in the school.

There will be occasions when we require your consent to use parent’s / pupil’s personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 pupil’s personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information.
While the majority of information we collect about pupils is mandatory, there is some information that we can be provided voluntary.

Wherever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this 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. Our record retention schedule sets out how long we keep information about pupils.

Data Sharing
We do not share information about pupils with any third party without consent unless the law and our polices allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:
- Our local authority (Gloucestershire County Council) – to meet our legal obligations to share certain information with it, such as, safeguarding concerns and exclusions.
- The Department for Education.
- The pupil’s parents / carers and representatives.
- Educators and examining bodies.
- Our regulator, e.g. Ofsted 7 SIAMS.
- Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. e-learning, school photographer)
- Central and local government (e.g. stator returns)
- Our auditors (e.g. number of pupils eligible for free school meals)
- Health Authorities (e.g. safeguarding concerns)
- Health & Social welfare organisations (e.g. Safeguarding concerns)
- Professional advisors and consultants (e.g. safeguarding concerns)
- Charities and voluntary organisations (e.g. when making bids for grants or applying for funding for subsidising school trips)
- Police forces, courts, tribunals (e.g. a legal requirement)

National Pupil Data
We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year’s census.

Some of this information is then stored in the national pupil database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with the other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
PRIVACY NOTICE FOR PARENTS / CARERS
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For more information, see the department’s web page on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

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 pupil’s rights regarding personal data.
Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

Parents / carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:
• Give you a description of it.
• Tell you why we are holding and processing it, and how long we will keep it for.
• Explain where we got it from, if not from you or your child.
• Tell you who it is has been, or will be, shared with.
• Let you know if any automated decision-making is being applied to the data, and any consequences of this.
• Give you a copy of the information in intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer Mrs. Belinda Cox.

Other rights.
Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
• Object to the use of personal data if it would cause, or it is causing, damage or distress.
• Prevent it being used to send direct marketing.
• 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.

To exercise any of these rights, please contact Mrs. Belinda Cox, Data Protection Officer.

Complaints.
We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Collection Officer. Alternatively, you can make a complaint to the Information Commissioner’s Office.

• Report a concern on line 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 via admin@sapperton.gloucs.sch.uk

This notice is based Department for Education’s model privacy notice for pupils, amend for parents and to reflect the way we use data in this school.