



Mile Oak Primary School

Data Privacy Notice for Pupils and Parents

How we use pupil information

Who we are

Mile Oak Primary School is a data controller for information about its pupils, their families and its staff. It is registered for this purpose with the Information Commissioner's Office (ICO) under registration number Z6064149.

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 and education records.
- Special Educational Needs information.
- behavioral information (such as achievements, exclusions, internal exclusions and detentions).
- health and medical information (such as dietary requirement and medication details).
- safeguarding and Child Protection reports and disclosures.
- photographs and video clips.

Why we collect and use this information

We use the pupil data:

- to support pupil learning.
- to monitor and report on pupil progress.
- to contact and provide information to parents & carers.
- to provide appropriate pastoral care.
- to assess the quality of our services.
- to comply with the law regarding data sharing.

The lawful basis on which we process this information

- We collect and process pupil information under a task performed in the public interest where it relates to a child's educational progression.
- Some photographs and videos are used only after gaining consent.
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions)
<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>.
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections [21](#) and [175](#) detail how governing bodies of schools must promote the well-being of pupils and take a view to the safeguarding of children at the school.
- We collect and process pupil information under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).

Where we are processing special category data we will be doing so using one of the lawful bases above, and one of the following conditions for processing:

- the data subject has given explicit consent to the processing of the personal data for one or more specified purposes.
- processing relates to personal data which is manifestly made public by the data subject.
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Collecting pupil information

Whilst most of the 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 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 hold pupil data based on the retention schedule provided in the [IRMS School Toolkit](#).

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).
- governors – as part of school monitoring. Data is anonymised and/or aggregated. Individual and personal information is not shared.
- suppliers that we have contracted with to provide educational services and those related to the operations of the school.

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 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 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 DfE (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 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 DfE. 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 DfE 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether the 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 DfE'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 DfE has provided pupil information to, (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>

Other information we collect and hold

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

- parents' and carers' information (such as name, address, contact information, relationship to the child, involvement with volunteer groups or parent's association);
- visitor information (such as name, business, car registration, DBS certification, timings, purpose of visit);
- Governors' information (such as name, address, contact information, business interests, financial interests and governance roles in other schools); and
- volunteers' information (such as name, address, contact information, DBS certification).

Why we collect and use this information

Parents' information is collected so that we can:

- communicate with you about your child (in relation to things such as education and attainment, health and well-being, attendance and behaviour);
- send you important information about the school; and
- provide you with access to tools and services we use in school (such as parent payment systems, communication applications).

Visitors' information is collected so that:

- we have a record of who is and has been in the building, for health, safety and operational purposes;
- we know whether a visitor can be unaccompanied in areas where children are present; and
- we have a record of official visits (such as inspections or maintenance).

Governors' information is collected so that:

- we can communicate with Governors on school business; and
- there is a public record of Governors and their business interests.

The lawful basis on which we use this information

- **Parent** information is processed in the public interest where it is related to their child's education. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis.
- **Visitor** information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety.
- **Governor** information is processed as a task in the public interest.

Collecting this information

- **Parents:** whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.
- **Visitors:** as a visitor the information that you provide to us is voluntary. However, we may restrict access to the school if certain information is not provided.
- **Governors:** whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who we share this information with

We routinely share this information with:

- **Parents:** we will share your information with members of staff, other agencies and, where you have agreed, with third party processors who provide services to the school.
- **Visitors:** your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime.
- **Governors:** we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website.

CCTV

Purpose

We use CCTV in and around our site only for legitimate purposes. These are:

- for the safety and security of students, staff and visitors
- to protect buildings and assets from damage, disruption, vandalism and other crime
- to support law enforcement bodies in the prevention, detection and prosecution of crime
- to assist in the defence of any civil litigation, including employment tribunal proceedings

Cameras are used for both recordings of data and live monitoring. Where live monitoring is available we take steps to ensure that there is controlled access to live monitors.

For more information, please see our CCTV policy on the GDPR section of our school website.

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, please put the request in writing and hand it to the School Office or email office@mileoak.brighton-hove.sch.uk.

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;

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection legislation.

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.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Andrea Hammond Business Manager, at andreamonard@mileoak.brighton-hove.sch.uk ; or
- Data Protection Education at dpo@dataprotection.education.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline: 0309 123 1113 (local rate) or 01625 545 745 (national rate)