



## Southfield Park Primary School Privacy Notice for Parents/Carers/Pupils

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

We collect and use pupil information under the basis that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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

### 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, periods of exclusion)
- Parental and emergency contact details
- Assessment information
- Relevant medical information
- Special education needs and behavioural information
- Safeguarding information
- Exclusion information
- Photographs/CCTV images captured in school

### Collecting pupil information

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 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 for the period the pupil is enrolled at the school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

### Who do we share pupil information with?

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and complies with data protection law), we may share personal information about pupils with:



Long Grove Road, Epsom, Surrey. KT19 8TF  
Telephone: 01372 743104 Fax: 01372 729436 Sickness Line: 01372 847965  
Email: [info@southfield-park.surrey.sch.uk](mailto:info@southfield-park.surrey.sch.uk)  
Headteacher: Kate Gee Email: [head@southfield-park.surrey.sch.uk](mailto:head@southfield-park.surrey.sch.uk)



- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS School Nursing Team
- Management Information Systems
- Ofsted
- The pupil's family and representatives
- Educators and examining bodies

### **Why we share pupil information**

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)**

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with the 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. This is a subject access request. If you would like to make a request please contact our Data Protection Officer by email to [DPO@southfield-park.surrey.sch.uk](mailto:DPO@southfield-park.surrey.sch.uk)

Parents/carers also have a legal right to access to their child's educational record. To request access please contact Mrs Kate Gee, Headteacher, by email to [info@southfield-park.surrey.sch.uk](mailto:info@southfield-park.surrey.sch.uk)



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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 regulations

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection and 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 our data protection officer by email to [DPO@southfield-park.surrey.sch.uk](mailto:DPO@southfield-park.surrey.sch.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>



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