



Sundon Park Junior School

Privacy Notice

(How we use pupil information)

Updated in line with GDPR Regulations May 2018

Sundon Park Junior School is the Data Controller. We collect and use your data and that of your child. This notice explains what we collect, why and how we use it.

Our Data Controller is Mrs J Wightman, school@sundonpark.luton.sch.uk

Our Data Protection Officer is Yvonne Salvin, feedback@luton.gov.uk

Day to day concerns can be addressed by The School Business Manager,
school@sundonpark.luton.sch.uk

Categories of pupil data that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number, address, school history, welfare information and emergency contact details.)
- 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 and attainment information (such as outcomes of statutory and non-statutory tests and report information.)
- Special Educational Needs information (such as an overview of current SEN need, additional support and input from any linked agencies.)
- Safeguarding information, where necessary (such as court orders and professional involvement.)
- Medical information (such as current health issues including allergies , doctors information and medical notes, medication and dietary needs.)
- Behavioural information (such as exclusions, professional support and alternative provision information where required.)
- Parental consent (such as local school visits, internet access and photographs.)

Why we collect and use data:

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 safeguarding obligations
- to ensure children's health and safety
- to meet our statutory duty

The lawful basis on which we use this data:

We collect and use pupil information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.

Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- online education providers (such as assessment)
- support staff
- NHS
- educational research 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.

We share other pupil data to ensure that they receive the most appropriate educational and pastoral support for their needs.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Storing pupil data:

We hold pupil data in accordance with the school's Retention Policy which has been adopted from Luton Borough Council's policy.

Automated decision making:

None of the systems that we use have the facility for automated decision making.

Transfer of data:

None of the data that we hold is transferred to non-EU countries.

Exercising your rights:

You have the right to ask us to amend or delete your data as well as transfer it or limit its use.

Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.

Contact Details:

The data you provide us with for emergency contacts for your child is not shared. It is however, your responsibility to ensure your emergency contacts are aware you have given us their data and they have seen our privacy notice and data protection policy.

Data collection requirements:

If you would like more information about how we keep your data safe, please see our Privacy Policy on our school website sundonpark.luton.sch.uk.

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>.

Agreed by Governors on: 6th June 2018

Signed by Chair of Governors: 

Next review date: As Required

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 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
- 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. 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
- claim compensation for damages caused by a breach of the Data Protection regulations

To make a request for your personal information, be given access to your child's educational record, or request any of the rights associated with your or your child's data contact The School Business Manager, Sundon Park Junior School, Kinross Crescent, Luton, LU3 3JU, Tel: 01582 571619 - school@sundonpark.luton.sch.uk. Please note we cannot always agree to the request. We will consider all requests and explain the reason for the decision.

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 School Business Manager, Sundon Park Junior School, Kinross Crescent, Luton, LU3 3JU, Tel: 01582 571619

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