



Nelson Mandela School

The Best Choice School - Putting Your Child at the Heart of Learning

Privacy Notice (How we use child and young person's information)

Dear Parents,

You will no doubt have received a number of emails and letters recently from various organisations regarding the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

The categories of child and young person's information that we process include:

- Contact details, contact preferences, date of birth, identification documents
- Any legal documentation shared with us e.g. regarding parental responsibility
- 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 and videos
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- CCTV images
- Payment details

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 and medical care

Nelson Mandela Primary School
Colville Road, Sparkbrook, Birmingham B12 8EH
Head Teacher :Ms Azita Zohhadi.
Chair of Governors: Dr Juliet Raynsford



Telephone :0121 772 3055
Fax: 0121 753 0736
E-mail: enquiry@nmandela.bham.sch.uk
Web: www.nelsonmandelaschool.co.uk





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- Protect pupil welfare
- Assess the quality of our services
- Carry out research and support staff training
- Comply with the law regarding data sharing
- administer admissions waiting lists
- to inform you about events and other things happening in the school
- to assess the quality of our services

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it 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 pupils' 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 interests)

Where we have obtained consent to use pupils' 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 pupils' 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 can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is optional.

Storing pupil data

We hold pupil data whilst the child remains at our school. The file will follow the pupil when he / she leaves Nelson Mandela School. However where there is a legal obligation to retain the information beyond

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that period, it will be retained in line with our Local Authority retention policy. Our Data Management Policy is available for scrutiny if you would like more information.

We have a Working Party of staff who are responsible for ensuring that the school is making strong organisational measures to meet the requirements of GDPR. Your data and security is important to us and we take our responsibility seriously. Our practices will be reviewed regularly.

Who we share pupil information with

We routinely share pupil information with appropriate third parties, including:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupil's attend after leaving us

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.

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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)

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 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.

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request.

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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),

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:

Parents/carers also have a legal right to access to their child's educational record and have any factual inaccuracies amended.

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 our data protection officer: Amy Lassman Deputy Head

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online 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

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer (DPO) Amy Lassman at a.lassman@nmandela.bham.sch.uk

Or the Headteacher at a.zohhadi@nmandela.bham.sch.uk

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