

## **Privacy Notice - How we use children information**

### **The categories of children information that we collect, hold and share include:**

- Personal information (such as name, unique student number, address and photograph)
- 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)
- Medical information through an Individual Healthcare Plan (such as name, address, medical diagnosis/condition, family contact information, doctor, hospital contact information, description of medication and support needed)
- Special Educational Needs information through an EHCP (Education Health Care Plan) which is a legal document that describes a child or young person's special educational, health and social care needs.
- Safeguarding and Behaviour information
- School trip information
- Accidents and managing health and safety
- Exam and progress assessment information
- Provision of educational software in support of teaching and learning
- To enable the student to be provided with a school meal
- Library Software – so we can share resources with the students
- Meeting our statutory requirements for statutory returns and audit
- CCTV images

### **Why we collect and use this information**

We use the children data:

- to support children learning
- to monitor and report on children progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet our statutory obligations and audit requirements

### **The lawful basis on which we use this information**

We collect and use children information for general purposes under:

- processing that is carried out in the course of the school's legitimate activities

- processing that is carried out for data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the census guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- processing that is carried out where it 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. An example of this is safeguarding a child.

## Collecting Children information

Whilst the majority of children 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 Regulations, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## Storing children data

We hold children's data in accordance with our Data Protection Policy.

We store children's data on the following systems:

- educational software providers in support of teaching and learning
- school information management system
- parent communication and payment systems
- safeguarding and behaviour management system
- encrypted secure file transfer
- Microsoft Outlook with backup systems– email communication system
- Microsoft Office and Google docs with associated backup systems
- home learning system
- H&S accident reporting

## Who we share student information with

We routinely share children information with:

- schools that a child attends after leaving us
- Plymouth CAST, our Multi Academy Trust
- our local authority
- the Department for Education (DfE)
- other academies within the Plymouth CAST Multi Academy Trust
- educational software providers in support of teaching and learning
- our auditors

## Why we share children information

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

## 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/datacollection-and-censuses-for-schools>.

## NHS Track and Trace – Covid-19

If required to do so by the NHS Track and Trace Service, we will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within the setting. Further information about this service can be found at:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

This is in accordance with Article 6(1)(e) of the GDPR '*processing is necessary for the performance of a task carried out in the public interest*'.

### Requesting access to personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for personal information, or to be given access to your child's educational record, contact the manager at the nursery.

A data subject also has 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

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 Headteacher at your school.