



**Privacy Notice for
Lady Bankes Primary School
pupils and their families**

Who processes your information?

Lady Bankes Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Kate Needs acts as the representative for school with regard to its data controller responsibilities; she can be contacted on:

Lady Bankes Primary School – 01895-634318/01895-634180
office@ladybankes.school

In some cases, your data will be outsourced to a third party processor, for example the DfE or Local Authority; this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Lady Bankes Primary School upholds are imposed on the processor.

Mrs Tracy Nunn – School Business Manager – is Data Protection Officer for schools. The role is to oversee and monitor the school data protection procedures in partnership with the schools ICT provider, and to ensure they are compliant with the UK GDPR. The data protection officer can be contacted on the above telephone numbers or email address.

Why do we collect and use your information?

The school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements set out in the UK GDPR, DPA 2018 and other UK law, including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress

- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the schools collect, hold and share include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Lady Bankes Primary School and their families is stored in line with the school's Data Protection Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- EYFS Assessment
- Phonic Check Data
- Year Four Maths Data
- End of Key Stage Two Assessments
- Census Information

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Lady Bankes Primary School is required by law to provide information about pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing 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 any data shared from the NDP is maintained.

The school will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The DfE
- The LA
- The NHS
- Social Services
- School Management Information Systems (Capita SIMS)
- On line Learning Platforms, such as Bug Club, Wordsmith, 3P Learning and Times Table Rock Stars
- Teachers2Parents email, text and school money service
- ParentPay
- School Catering Provider

The information that we share with these parties includes the following:

- Any personal information including SEND, medical, behavioural, attendance and academic information is shared with receiving schools, the DfE and the Local Authority. The school is obligated to share this statutory information with all the third parties listed.
- Medical and personal information, such as academic progress, behavioural concerns, or medical concerns the school needs to share with NHS providers is to support individual's health and well-being.
- The School will share all necessary personal information with Social Services as part of their statutory safeguarding procedures.

- All online learning platforms used in school has access to only basic information to support children's learning and are subject to the same UK GDPR compliance with regards to data storage, collection and retention as the school.
- Our email, text messaging and school money service has access to the school's MIS (Management Information System) in order to provide school with these services. This information includes email, mobile phone number, children's names and classes and lunch choice. As with all our other third party providers Teachers2Parents and ParentPay are compliant with UK GDPR.
- The school's catering provider will ask families to provide relevant medical information about children who have allergies and intolerances so they can provide an appropriate lunch for these children.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how school uses your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please contact the school via email office@ladybankes.school .



LADY BANKES PRIMARY SCHOOL DECLARATION FORM

Declaration:

I.....declare that I understand:

- Lady Bankes Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Lady Bankes Primary School may share my data with the DfE, and subsequently the LA.
- Lady Bankes Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Lady Bankes Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name:

Signature:

Date:
