



Privacy or 'Fair Processing' Notice for parents/carers of children attending New End Primary School

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about your child. We, New End Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Andrew Maughan who can be contacted at: SchoolDPO@camden.gov.uk.

1) The personal data we hold

- a.** Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:
 - i.** Contact details, contact preferences, date of birth, identification documents
 - ii.** Results of internal assessments and externally set tests
 - iii.** Pupil and curricular records
 - iv.** Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
 - v.** Exclusion information
 - vi.** Details of any medical conditions, including physical and mental health
 - vii.** Attendance information
 - viii.** Safeguarding information
 - ix.** Details of any support received, including care packages, plans and support providers
 - x.** Photographs

- b.** We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

2) Why we use this data

- a.** We use this data to:
 - i.** Support pupil learning
 - ii.** Monitor and report on pupil progress
 - iii.** Provide appropriate pastoral care
 - iv.** Protect pupil welfare
 - v.** Assess the quality of our services
 - vi.** Administer admissions waiting lists
 - vii.** Comply with the law regarding data sharing

3) Our legal basis for using this data

- a.** We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:
 - i.** We need to comply with a legal obligation
 - ii.** We need it to perform an official task in the public interest
- b.** Less commonly, we may also process pupils' personal data in situations where:
 - i.** We have obtained consent to use it in a certain way
 - ii.** We need to protect the individual's vital interests (or someone else's interests)
- c.** 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.
- d.** 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.

4) Collecting this information

- a. While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.
- b. Whenever we seek to collect information from you or your child, we will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

5) How we store this data

- a. We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will be drafting a record retention schedule/records management policy based on the [Information and Records Management Society's toolkit for schools](#) which will sets out how long we keep information about pupils, this will be available shortly on the GDPR page of the school website.

6) Data sharing

- a. We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.
- b. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:
 - i. Our local authority – *to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
 - ii. The Department for Education – *meet our legal obligations to, for example, supply data for national census collection and pupil attainment collation (SATs)*
 - iii. The pupil's family and representatives – *to confirm attendance at school, to ensure we have emergency contact details, to inform families about a child's progress or any concerns relating to that progress*

- iv.** Educators and examining bodies – *the ensure fair assessment of children progress, attainment and achievement*
 - v.** Our regulator [Ofsted] – *to ensure that the information is available for them to make a fair and factual assessment of school standards*
 - vi.** Suppliers and service providers – *to enable them to provide the service we have contracted them for*
 - vii.** Financial organisations – *to ensure best value and the most efficient use of school resources*
 - viii.** Central and local government – *to fulfil statutory obligations*
 - ix.** Our auditors – *to ensure the school meets all its statutory obligations*
 - x.** Health authorities
 - xi.** Health and social welfare organisations – *to fulfill our obligation to work to achieve improvements in children's health and well-being*
 - xii.** Professional advisers and consultants – *to support staff development and training and wider school improvement*
 - xiii.** Police forces, courts, tribunals – *to meet our legal obligation to ensure children's safety*
 - xiv.** Professional bodies – *the enable them to support school improvement initiatives*
- c.** Whilst this is not an exhaustive list it aims to exemplify the ways in which data may be used to support pupil's learning and ensure their safety and general well-being whilst in our care.

7) National Pupil Database

- a.** We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.
- b.** Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

- c. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
- d. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
- e. For more information, see the Department's webpage <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- f. You can also contact the Department for Education with any further questions about the NPD at <https://www.gov.uk/contact-dfe>.

8) Parents and pupils' rights regarding personal data

- a. Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.
- b. 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), or where the child has provided consent.
- c. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.
- d. If you make a subject access request, and if we do hold information about you or your child, we will:
 - i. Give you a description of it
 - ii. Tell you why we are holding and processing it, and how long we will keep it for
 - iii. Explain where we got it from, if not from you or your child
 - iv. Tell you who it has been, or will be, shared with
 - v. Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- vi. Give you a copy of the information in an intelligible form
- e. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.
- f. If you would like to make a request please contact the school office for a Subject Access Request Form.
- g. Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact headteacher Karyn Ray.

9) Other rights

- a. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - i. Object to the use of personal data if it would cause, or is causing, damage or distress
 - ii. Prevent it being used to send direct marketing
 - iii. Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
 - iv. In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
 - v. Claim compensation for damages caused by a breach of the data protection regulations
- b. To exercise any of these rights, please contact our data protection officer.

10) Complaints

- a. We take any complaints about our collection and use of personal information very seriously.
- b. 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.
- c. To make a complaint, please contact our data protection officer.

- d. 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

11) Contact us

- a. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us on:
 - i. 0207 431 0961
 - ii. admin@newend.camden.sch.uk