PRIVACY NOTICE (Updated Nov '21) – PUPILS

At The Coppice Primary School, we collect and hold personal information relating to our students and may also receive information about them from their previous school. The school uses and processes student information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The Coppice Primary School is categorised as a Data Controller and is registered with the Information Commissioner's Office (ICO) – Registration Number : Z2938451

WHAT categories of student information do we collect, hold and share :

- Personal information (such as name, date of birth, copy of birth certificate, unique pupil number, parental responsibility and address)
- Educational History (previous schools or nurseries)
- Characteristics (such as gender, racial or ethnic origin, language, nationality, country of birth and free school meal eligibility)
- Religious or other beliefs of a similar nature
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as internal tests, student progress information and examination results)
- Medical information (such as allergies, healthcare plans, medication, specific medical needs, medical incidents that have occurred inside or outside of school that may affect learning, dietary needs, outside agency referrals and Doctor's contact details)
- Health & Safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements.
- Special Educational Needs and Disabilities information (such as specific learning difficulties, EHCPs, outside agency referrals and previous learning, physical or mental health needs)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies.)
- 'Looked After Child' status
- Contact information (such as telephone numbers of contacts that the school would contact in an emergency)
- Behavioural information (such as rewards, achievements, incident slips and exclusions)
- Static and moving images (such as photographs of pupils and video recordings)

WHY do we collect and use this information :

We use the student information:

- to support student learning
- to monitor and report on student progress
- to provide appropriate care and guidance
- to assess the quality of our services
- to comply with the law regarding data sharing
- to make certain payments to eligible students
- to comply with statutory request for data from relevant authorities

The lawful basis on which we use this information

We collect and use student information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as assessments, Special Educational Needs requests, Departmental Censuses under the Education Act 1999 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements of the school to provide education for that individual.

Below is a list of the lawful basis and conditions of processing all data within school :

Type of Data	Lawful Basis Lawful Basis **for Processing** (Article 6	If Special Category **Data,** Condition for Processing **(Article 9)**
Registration Information	Legal Obligation	
Parent Contact Details	Legal Obligation	
Mandatory Special Categories of Data	Legal Obligation	Substantial Public Interest
Voluntary Special Categories of Data	Public Task	Public Interest
Attendance Information	Legal Obligation	
Medical Information	Vital Interest	
Health & Safety Information	Vital Interest	
Special Educational Needs Information	Public Task	
Safeguarding Information	Vital Interest	
Looked After Child Status	Public Task	Health or Social Care
Tests and Assessment Data	External – Legal Obligation Internal – Public Task	
Behavioural Information	Public Task	
Data Provided to Parentpay	Lunches and Trips – Public Task	
Data Provided to Tracking Systems	Public Task	
Data Provided to Times Tables Rockstars	Public Task	
Data Provided to IRIS Reach	Public Task	
Data Provided to Renaissance Reading	Public Task	
Data Provided to Speech & Language Link	Public Task	
Data Provided to Purple Mash	Public Task	
Data Provided to Spell Shed	Public Task	
Data Provided to Mymaths	Public Task	
Data Provided to School Cloud	Public Task	
Data Provided to Myconcern	Vital Interest	
Data Provided to Thrive	Public Task	
Data provided to Wonde	Public Task	
Data provided to Cool Milk	Public Task	
Data provided to Aperture Photographers	Public Task	
Data Provided to e-Reception Book	Public Task	
School History	Public Task	
Photos	Consent	

WHERE do we store student data :

All student information is kept securely on computer systems and also sometimes on paper until students change school. Records are then transferred to the new school, where they will be retained until that student reaches the age of 25, after which time they are safely destroyed.

We hold student information in accordance with The Information and Records Management Society retention guidelines.

WHO do we share student information with :

We routinely share student information with:

- Schools and other educational environments that the students attend after leaving us
- Our Local Authority (LA)
- The National Pupil Database (NPD)
- The Department for Education (DfE) – We share students' data with the DfE on a statutory basis under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulation 2013. This data sharing underpins school funding and educational attainment policy and monitoring. We are required, by law, to provide information about our students 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 Police and Law Enforcement
- The School Nursing Team
- Standards and Testing Agency and NCA tools (SATS)
- Social Services
- Organisations which provide school milk (such as Cool Milk)
- Organisations which provide school photographs (such as Aperture)
- Organisations which provide sign in systems (such as e-Reception Book)
- Organisations which provide Information Management Services (such as SIMs)
- Organisations which provide data collection, integration with Management Information Services and reporting services (such as Wonde)
- Organisations which provide learning tools (such as Mymaths, Spell Shed)
- Organisations which provide school pupil tracking systems (such as Insight Tracking, Early Excellence)
- Organisations which provide payment systems – (such as Parentpay)
- Organisations which provide communication services (such as PS Connect)
- Other local authorities if they have responsibility for a child has SEN/LAC
- Daily attendance will be shared with the local authority's commissioned service for all 'Looked After Children' attending The Coppice Primary

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

To be granted access to student 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.

To find out more about the NPD, please visit https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

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 student information to, (and for which project), please visit :
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE please visit : https://www.gov.uk/contact-dfe

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

HOW to request access to your personal data :

Under data protection legislation, parents have the right to request access to information that we hold about them. To make a request for your child's personal information, or be given access to your child's educational record, contact the school's Data Protection Officer (DPO) – Claire Emery at cle38@coppice.worcs.sch.uk

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.

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.

Contact

If you would like to discuss anything in this privacy notice, please contact the school's **Data Protection Officer (DPO)** – Claire Emery – cle38@coppice.worcs.sch.uk