Cannon Lane Primary School

Privacy Notice for Pupils and Parents/Carers

Introduction

On 25 May 2018, the General Data Protection Regulation (GDPR) came into force alongside the Data Protection Act 2018.

Under data protection law, individuals have the 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 known as "fair processing notices") where we process personal data.

This privacy notice explains how Cannon Lane Primary School collects, stores and uses personal data relating to pupils and parents/carers.

Cannon Lane Primary School is the data controller for the purposes of data protection law.

Our Data Protection Officer (DPO) can be contacted at: office@cannonlane.harrow.sch.uk

The Personal Data We Hold

Personal data that we may collect, use, store and share (where appropriate) about pupils and parents/carers includes, but is not limited to:

- Personal information such as name, date of birth, unique pupil number and address
- Contact details such as telephone numbers and email addresses
- Characteristics such as ethnicity, religion, language, nationality and free school meal eligibility
- Attendance information
- Details of any support received, including care packages, plans and support providers
- Results of internal assessments and externally set tests
- Details of medical conditions, including allergies, health checks, physical and mental health information
- Photographs and CCTV images captured in school
- Safeguarding information
- Exclusion information

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

Why We Use This Data

We use personal data to:

- Support pupils' learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Safeguard pupils and promote their welfare
- Assess the quality of our services
- Administer admissions and waiting lists
- Comply with legal obligations regarding data sharing

Our Legal Basis for Using This Data

We only collect and use personal data where the law allows us to do so. Most commonly, we process personal data where:

- We need to comply with a legal obligation
- We need to perform a task carried out in the public interest or in the exercise of official authority
- Less commonly, we may also process personal data where:
- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (or someone else's interests)
- Where we have obtained consent to use personal data, this consent may be withdrawn at any time. We will make this clear when consent is requested and explain how it can be withdrawn.

Some of the reasons listed above for collecting and using personal data may overlap, and there may be several lawful bases that justify our use of this data.

Collecting Information

While most of the information we collect is mandatory, some information may be provided voluntarily.

Whenever we seek to collect information from parents/carers or pupils, we will make clear whether providing the information is mandatory or optional. Where information must be provided, we will explain the possible consequences of failing to do so.

How We Store Data

We retain personal information in accordance with our records retention schedule and legal obligations. We are guided by the Information and Records Management Society's Toolkit for Schools.

If you would like further information about how long we keep records, please contact the school office at:

office@cannonlane.harrow.sch.uk

Data Sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary and lawful to do so, we may share personal information with:

- The local authority
- The Department for Education (DfE)
- Secondary schools
- Pupils' families and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers
- Financial organisations

- Auditors
- Health authorities
- Security organisations
- Health and social care organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies

National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections, including the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.

The database is held electronically so that information can be processed securely and used for statistical purposes. Information is collected from a range of sources, including schools, local authorities and examination boards.

The DfE may share information from the NPD with organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions regarding how they use the data.

For more information, please visit:

https://www.gov.uk/education/data-collection-and-censuses-for-schools

Parents' and Pupils' Rights Regarding Personal Data

Individuals have the right to request access to personal information that the school holds about them. This is known as a "subject access request".

Parents/carers may make a request on behalf of their child where the child is not considered mature enough to understand their rights over their own data (generally under the age of 12), or where the child has provided consent.

If we do hold information about you or your child, we will:

- Provide a description of the information held
- Explain why we are holding and processing it
- Explain how long we will keep it
- Explain where the information was obtained from, if not directly from you or your child
- Explain who the information has been or may be shared with
- Inform you whether any automated decision-making is being applied
- Provide a copy of the information in an intelligible format
- Individuals may also have the right to have personal information transferred electronically to another organisation in certain circumstances.

To make a subject access request, please contact the Data Protection Officer at:

office@cannonlane.harrow.sch.uk

Parents/carers also have a legal right to access their child's educational record. To request access, please contact:
office@cannonlane.harrow.sch.uk

Complaints

We take any complaints about our collection and use of personal information very seriously. If you believe that our collection or use of personal information is unfair, misleading or inappropriate, or if you have any concerns about our data processing, please contact our Data Protection Officer in the first instance at:
office@cannonlane.harrow.sch.uk
You also have the right to make a complaint to the Information Commissioner's Office (ICO):
Website: https://ico.org.uk/concerns/
Telephone: 0303 123 1113
Postal address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Contact Us

If you have any questions, concerns or would like further information about anything mentioned in this privacy notice, please contact our Data Protection Officer at:
office@cannonlane.harrow.sch.uk

This privacy notice is based on the Department for Education's model privacy notice for pupils and parents/carers and reflects the way Cannon Lane Primary School uses and manages personal data.