

Privacy Notice

You have a legal right to be informed about how Netherfield Primary School uses any personal information that we hold about you. This privacy notice explains how we collect, store and use your personal information. Netherfield Primary School is the data controller of the personal information you provide to us. This means the School determines the purpose and the way in which any personal information is to be processed.

As the data controller, Netherfield Primary School's staff and governors are committed to an integrated, systematic, comprehensive and proactive approach to privacy and the protection of personal information at all levels.

1. Why do we collect and use personal information?

Netherfield Primary School collects and uses personal information for the purposes of operating a primary school. As well as collecting personal information from the individual, we may also receive personal information from previous schools, the local authority (LA) and/or the Department for Education (DfE).

This privacy notice cannot provide exhaustive detail of all aspects of Netherfield Primary School's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you have any questions or require more details or clarification on this privacy notice, you can contact our Data Protection Officer, Ms Catherine Millward via DPO@gnetacademies.co.uk

Typical use of your personal information includes, but is not restricted to:

- supporting your teaching and learning
- monitoring and reporting on your progress
- providing your child with appropriate pastoral care
- contacting you when we need to
- providing safeguarding support including sharing information with appropriate agencies
- administering admissions waiting lists
- assessing the quality of our services to you
- complying with the law regarding data sharing

2. Our legal basis for using this personal information

We only collect and use personal information when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation such as entering you for exams
- we need it to perform an official task in the public interest such as passing information to the Department for Education.

Less commonly, we may also process personal information in situations where:

- we have obtained consent to use it in a certain way, such as biometrics in the School canteen.
- we need to protect the individual's vital interests (or someone else's interests) such as safeguarding.

While much of the information we collect is mandatory, for some information you have a choice whether to give it to us or not.

Where we have obtained consent to use personal information, 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.

3. What personal information do we collect?

The personal information we collect, hold and share includes, but is not restricted to:

- personal information (such as name, unique pupil number and address)
- family details (parent/guardian contact information, sibling information)
- any relevant medical information
- special educational needs and disability
- exclusions and behavioural information
- assessment information
- characteristics (i.e. gender, ethnicity, language, nationality, country of birth, pupil premium)
- attendance information (i.e. sessions attended, number of absences and absence reasons)
- visual images (photographs, video etc.)

4. How do we collect the personal information?

Whilst the majority of pupil information you provide to us is mandatory, in some cases we will need your consent to use your personal information. We may also receive information from previous schools, the local authorities and the Department for Education.

To comply with the General Data Protection Regulation (GDPR), we must inform you whether you are required to provide certain personal information to us or if your consent is necessary. Some examples where consent is required include, but are not restricted to:

- **Photographic Images**

Photographic images are only collected and used with consent and this consent can be withdrawn at any time. When taking photographs or videos intended for publication on our website or in our School marketing material, we must have consent from any individuals who are photographed or videoed.

We will respond promptly to any request to remove photographic images or videos from our website or marketing material where the person making such a request has a right to do so in accordance with their data protection rights.

5. Storing pupil data

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information and we comply with any legal minimum period for retention.

6. With whom do we share personal information?

We share personal information with other people including, but not restricted to:

- schools or employment/training that the pupils attend after leaving us
- schools within the Greater Nottingham Education Trust (GNET)
- our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- the pupil's family and representatives
- educators and examining bodies
- our regulator, Ofsted
- health and social welfare organisations such as NHS, the school nurse and counsellor
- professional services such as social services and social care teams
- suppliers and service providers, to enable them to provide the service we have contracted them for
- financial organisations such as online payment systems
- central and local government
- our auditors
- survey and research organisations
- security organisations
- legal and professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- emergency services

We do not share personal information with anyone without consent unless the law allow us to do so.

a) Department for Education

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing supports school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

b) The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our 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 law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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.

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 pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

7. Requesting access to your personal data and other rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. This is called a subject access request (SAR). To make a request for your personal information, or be given access to your educational record, contact our Data Protection Officer, Ms Catherine Millward via DPO@gnetacademies.co.uk

You have a number of rights in relation to your personal data although there are some restrictions where a lawful exception applies. Your rights include the right to:

- be told of data processing (which is covered by this Privacy Notice)
- access your information (Subject Access Request)
- object to processing of personal information in certain circumstances
- have inaccurate personal information rectified and, in certain circumstances, restricted, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- withdraw consent
- to obtain and reuse your personal information for your own purposes across different services (data portability)
- complain to the Information Commissioner's Office.

If you have a concern about the way we are collecting or using your personal data, you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Alternatively, if you have a concern you may contact our Data Protection Officer via DPO@gnetacademies.co.uk

8. Visitors to our website

The computers which host our website maintain site logs which include the IP details of all machines accessing our pages. We only use such logs to determine website usage and not as a means of identifying or obtaining information about specific users. Any IP information is treated as strictly confidential and is not published or divulged to any third party.

This privacy statement does not cover the external links within our website which link you to other websites. We encourage you to read the privacy statements on other websites you visit.

How to contact us

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer via DPO@gnetacademies.co.uk

If you require more information about how the Local Authority or Department for Education store and use this data, please go to the following websites:

<http://www.nottinghamshire.gov.uk/privacy/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or the DfE as follows:

The Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham, NG2 7QP
Email: DPO@nottscc.gov.uk

Department for Education
Piccadilly Gate
Store Street
Manchester, M1 2WD
<https://www.gov.uk/government/organisations/department-for-education>
Tel: 0370 000 2288.

Changes to this privacy statement

We keep our privacy notice under regular review.

Any changes we may make to our privacy notice in the future will be posted on our website. Please check the website frequently to see any updates or changes to our privacy notice.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Netherfield Primary School's collection and use of personal data. However, we are happy to provide any additional information or explanation needed. Any request for this should be sent to our Data Protection Officer via DPO@gnetacademies.co.uk