



KINGSWAY COMMUNITY TRUST

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PRIVACY NOTICE FOR PUPILS & PARENTS

(How we use Pupil Information)

Privacy Notice For Parents - How we use pupil information

We at Kingsway Community Trust are the Data Controller for the purposes of the Data Protection Act 2018. We collect information from you about your child, and may receive information about your child from a previous school. This privacy notice covers:-

- Cringle Brook Primary School, Levenshulme
- Green End Primary School, Burnage
- Ladybarn Primary School, Withington

Our Executive Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your child’s records up to date by informing us of any change of circumstances.

School staff have access to your child’s records to enable them to do their jobs. From time to time information may be shared with others involved in your child’s care, if it is necessary. Anyone with access to your child’s record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss. In some circumstances we may be required by law to release your child’s details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child’s privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

The Categories Of Pupil Information That We Collect, Hold And Share Include:

For <u>ALL</u> pupils	Personal Information	Name, date of birth, gender, year group, class, address, contacts, dietary needs, dietary preferences, medical practice address and telephone number, medical conditions
	Charateristics	Ethnicity, language, nationality, country of birth
	Attendance information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher assessment grades Statutory assessment results Standardized score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (end of year)
	Other	Pupil surveys Incidental evidence of pupils’ successes (certificates, photographs, named trophies, celebration events) Photographs

<p>For <u>SOME</u> pupils (only if applicable)</p>	<p>Other</p>	<p>Free school meals eligibility Court orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports) Special educational needs records (professional assessments, external professional reports, referrals for external support) Pastoral records (referrals for both internal and external, notes of discussions with pupils, pupils jottings of thoughts and feelings) Exclusion information Behaviour incident records</p>
<p>All parents and carers</p>	<p>Personal information</p>	<p>Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence</p>
	<p>Other</p>	<p>Parents’ surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)</p>

- We may also hold data on younger siblings of pupils to enable them to access pre school activities and provision

This list is not exhaustive, to access the current list of categories of information we process, please contact the school.

Why Do We Collect And Use Pupil Information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

We use this pupil data:

- To keep informed to keep children safe
- To monitor and report on pupil progress
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils
- Managing internal policy and procedure
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- To carry out statistical analysis for diversity purposes
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy

- Making use of photographic images of pupils in school publications, on the school website and on social media channels
- Security purposes, including CCTV
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections
- To assess the quality of our services
- Administer admissions waiting lists
- To celebrate all children's cultural heritage
- To encourage community in school
- To support your child to decide what to do after they leave our school

We use the parents' data:-

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation. The school processed such data because we have:

(6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (e.g. processing attendance information or academic attainment and progress records).

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The school processes under the following articles:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include use of pupil photographs for external purposes, pupil dietary requirements, and health information we receive from our pupils who require a reasonable adjustment to access our services.

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment, social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a pupil in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting Pupil Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Act, we will inform parents / carers whether you are required to provide certain pupil information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

Storing Information

Kingsway Community Trust keeps information about your child on computer systems and also sometimes on paper. All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

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. Our retention periods are set out in the Department for Education and tells us how long we keep information about pupils.

We hold your child's education records securely until they change school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

There are strict controls on who can see a pupil's information. We will not share this data if you have advised us that you do not want it shared unless it is the only way we can make sure they stay safe and healthy or we are legally required to do so.

Who We Share Pupil Information With

We routinely share pupil information with:

- Our classmates, staff, other pupils and visitors around school, for example on wall displays. This may include photographs and first names of pupils
- Schools that pupils attend after leaving us
- 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)
- Standards and Testing Agency (STA)
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Health authorities including the NHS
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Outside agencies for the purposes of assessing children with Special Educational Needs e.g. Educational Psychologists, Speech Therapists
- The wider public on our websites and social media platforms

Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

Why We Share Pupil Information

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#)

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Standards and Testing Agency

We are required to share data with the [Standards and Testing Agency](#) under the Key Stage 1 and Key Stage 2 assessment and reporting arrangements (ARA). This is a statutory requirement and sharing is done under legal obligation and public task lawful bases.

For general enquiries about the assessment and reporting arrangements, contact the national curriculum assessments helpline on 0300 303 3013 or email assessments@education.gov.uk.

Data Collection Requirements

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting Access To a Pupil's Personal Data

Under data protection legislation, parents and pupils have the right to make a 'subject access request' to access information about them that we hold. 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.

Parents also have the right to make a 'subject access request with respect to any personal data the school holds about them.

To make a request for personal information, or be given access to your child's educational record, contact the school office or the Head of School.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

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; and
- a right to seek redress, either through the ICO, or through the courts

Data Protection Officer

The school has an independent data protection officer service supplied by SchoolPro TLC. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone 01452 540608
- Email contact@schoolpro.uk
- Website <https://schoolpro.uk/>

Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.

Complaints

We take any complaints about our collection and use of personal information very seriously. 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.

To make a complaint, please contact our data protection officer, details of which are available above.

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

Contact

If you would like to discuss anything in this privacy notice, please contact the school office or Head of School.

Kingsway Community Trust Privacy Notice for Parents

I (print name) hereby give my consent as parent/carer for

Child(rens) Name(s):

Class

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At primary school, to allow the School to hold data about my child(ren) as detailed in this Privacy Notice.

Signed:

Date: