Cotford St Luke Primary School

Appreciate – Believe - Challenge

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Privacy Notice for Pupils and Parents

We, Cotford St Luke Primary School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

We hold personal data such as:

- Your name, your parents' contact details, and address
- Information about you such as your ethnicity, language, and whether you have free school meals
- Information about your welfare and wellbeing, such as safeguarding records
- Information about any educational support or Special Educational Needs
- Medical information
- Your attendance
- How well you're doing in school, including any assessments and behavioural information
- Your parents' names, and other information we may need to communicate with them and provide services such as school meals
- Your photos, to identify you and celebrate learning
- CCTV images, if used on site

Why we use it

We use your data to:

- Support your learning and help your progress
- Keep you safe and protect your wellbeing
- Help the school improve
- Meet our legal requirements such as sharing data with the Department for Education (DfE)

Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, because the law says we need to collect and share this data
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school
- **UK GDPR Article 6(1)(a)** – Consent, where no other lawful basis is appropriate such as publishing your photos on our website and in marketing materials
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting your information

We collect your personal data through registration forms, annual data collection forms, and our interactions with you and your parents. This data is essential for the school's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. We will tell you at the point of collection whether you are required to provide information or whether you have a choice.

Storing your information

We retain data only as long as the law says we have to, or for the school's operational use. For more information, please request to see our data retention schedule.

Who we share your information with

We may share your data with:

- Your next school, if you transfer to another school
- Our local authority, including social workers and public health teams
- The Department for Education (DfE)
- Youth support services if you are over 13
- The police, if necessary
- Your doctor, if necessary
- Education technology tools, which help us provide you with learning experiences, track your progress, or provide educational support

We do not share your data with anyone without consent unless the law and our policies allow us to do so.

For information about the educational technology tools we use, you can ask to see a copy of our Record of Processing Activities (RoPA) which lists the tools we use and how we seek assurances that your data is safe and secure.

For more information about the DfE's processing, please see the 'How Government uses your data' section.

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

How Government uses your data

We will share some of your data with the Department for Education (DfE).

This includes data for the annual census, your attendance data, and data about your progress and attainment,

We share this information for:

- School funding arrangements, because our funding is calculated on the number of children and their characteristics in each school
- Education policy monitoring, to see how schools are performing and put interventions in place
- To research and monitor educational outcomes

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

Your personal data will also be added to the **National Pupil Database (NPD)** which is owned and managed by the DfE. This data is used for research to improve and promote the education and wellbeing of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

The DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To request a copy of the personal data held about you by the DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE's personal information charter:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

or
https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

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

Requesting access to your personal data and your rights

You can request the following from the school:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the school or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the school or our Data Protection Officer at dposchools@somerset.gov.uk

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