



Privacy notice for pupils & parents

This letter is about how we use information about your child, you/their personal data and what we do with it.

Who we are

The Pines Primary and Pine Cones Pre-school is part of the Academy Trust, Anglian Learning. Anglian Learning is the organisation in charge of your personal information, the Data Controller.

The postal address of the Academy Trust is:

Anglian Learning Trust
Bottisham Village College
Bottisham
Cambridgeshire
CB25 9DL

If you want to contact us about your personal information please contact Becky Williams, Office Manager in the first instance. For any items you feel should be reported to the Data Protection Officer, Paul Stratford please contact via email on dpo@theictservice.org.uk, by telephone on 0300 300 0000 or by post at:

Speke House
Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

How we use pupil information

At the school we collect and hold personal information relating to your child and may also receive information about your child from your previous school, Local Authority (LA) and / or the Department for Education (DfE). We use this personal data to:

- support their learning;
- monitor and report on their progress;
- provide appropriate care for them;
- assess the quality of educational provision;
- comply with the law about sharing personal data.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We will also use photographs of your child. More details about this are in our photograph policy, on our website.

The use of your information for these purposes is lawful for the following reasons:

- The school/Anglian Learning has a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard pupils.

- It is necessary for us to hold and use the information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a good reason to use this information.

We will not usually need your consent to use your information. However, if at any time it is appropriate to do so we will explain the reasons for this and ask you for consent. This is most likely to be when we are involved in activities which are not directly part of our duties as a School/Trust but may be beneficial for our pupils. If you give your consent, you may change your mind at any time.

When we collect personal data, we will make it clear whether there is a legal requirement for you to provide the information, whether there is a legal requirement on the School/Anglian Learning to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

We will not give information to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact Office Manager, Becky Williams.

We are required, by law (under regulation 5 of the Education England Regulations 2013), to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority. The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection, allows it. The National Pupil Database (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 and early years' census. Some of this information is then stored in the NPD.

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

To find out more about the NPD, visit National pupil database: user guide and supporting information - GOV.UK.

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 that confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the 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 the DfE: <https://www.gov.uk/contact-dfe>

We will also disclose your child's personal data to:

- their new school, if you move schools;
- SEN support services – e.g. non-LA professionals;
- a school Counsellor / medical professionals;
- CAMHS (Child and Adolescent Mental Health Service).

The information disclosed to these people /services will include sensitive personal information about your child. Usually this means information about their health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you and your child.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer their information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about your child will be in their pupil file. We usually keep these until their 25th birthday unless they move to another school in which case we send their file to the new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can ask for a copy at reception.

Your rights

You have the right to:

- ask us for a copy of the information we hold about your child;
- ask us to correct any information we have about your child if you think it is wrong;
- ask us to erase information about your child (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your child's information;
- object to what we are doing with your child's information;
- ask us to transfer your child's information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy on the school website; you can ask for a copy at reception.

You can complain about what we do with your personal information. If you are not happy with our answer then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.