

SUMMARY OF PRIVACY NOTICE FOR PUPILS ATTENDING BROOKLAND INFANT AND NURSERY SCHOOL

Brookland Infant and Nursery School collects a lot of data and information about our pupils so that we can run effectively as a school. This summary privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have – the full Privacy Notice can be obtained from the school office or is available on our website www.brooklandinfants.herts.sch.uk.

Privacy Notice (How we use pupil information)

Brookland Infant and Nursery School is a primary maintained community school.

If you have any question or need more information please contact Jane Allen (School Business Manager) on 01992 629485 or email sbm@brooklandinfants.herts.sch.uk. Our Data Protection Officer is Mr David Smith who can be contacted via the school on 01992 629485 or dpo@brooklandinfants.herts.sch.uk.

Why do we collect and use pupil information?

We collect and use pupil information under the following lawful basis:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where the personal data we collect about pupils is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use the pupil data to support our statutory functions of running a school, in particular:

- a. to decide who to admit to the school;
- b. to maintain a waiting list;
- c. to support pupil learning;
- d. to monitor and report on pupil progress;
- e. to provide appropriate pastoral care;
- f. to assess the quality of our services;
- g. to comply with the law regarding data sharing;
- h. for the protection and welfare of pupils and others in the school;
- i. for the safe and orderly running of the school;
- j. to promote the school;
- k. to communicate with parents / carers.

The categories of pupil information that we collect, hold and share include:

- a. Personal information (such as name, date of birth, unique pupil number and address);
- b. Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- c. Attendance information (such as sessions attended, number of absences and absence reasons)
- d. Assessment information
- e. Special Educational Needs information
- f. Exclusions and behavioural information
- g. child protection / safeguarding information

We collect information about pupils when they join the school and update it during their time on the roll as and when new information is acquired.

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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 General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where appropriate, we will ask parents for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our website or on social media to promote school activities. Parents may withdraw consent at any time.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authority [Hertfordshire County Council];
- a pupil's home local authority (if different);
- the Department for Education (DfE);
- school governors / trustees;
- exam boards;
- our parent communication provider (for texting and emails)

From time to time, we may also share pupil information with other third parties (please see a full copy of our Privacy Notice on our website).

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Why we share pupil information

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold ("Subject Access Request"). Where a child does not have the maturity to make their own requests for personal data, parents may do so on their behalf in a primary school setting. To make a request for your child's personal data, or be given access to your child's educational record, contact Jane Allen (School Business Manager – email sbm@brooklandinfants.herts.sch.uk) or Dave Smith (Data Protection Officer – email dpo@brooklandinfants.herts.sch.uk) although any written request for personal data will be treated as a Subject Access Request.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this summary privacy notice, please contact:

- Jane Allen (School Business Manager – email sbm@brooklandinfants.herts.sch.uk) or Dave Smith (Data Protection Officer – email dpo@brooklandinfants.herts.sch.uk)