

Templefield Lower School

Privacy Notice for Parents – your child's personal data



Templefield Lower School

How we use pupil information

Name of Data Controller

Templefield Lower School, Malham Close, Flitwick, Bedfordshire, MK45 1AJ

Name of our Data Protection Officer

Joanne Richards, Templefield Lower School, Malham Close, Flitwick, Bedfordshire, MK45 1AJ

The categories of pupil information that we process

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

- Personal information (such as name, date of birth, address, unique pupil number)
- Parent/Carer/Other contact details (such as name, address, relationship to pupil, parental responsibility, contact preferences)
- Characteristics (such as ethnicity, language, free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs information (including the needs and status)
- Medical information (such as doctors information, child health, dental health, allergies, medication, dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons, any previous schools attended)
- Assessment and attainment (such as EYFSP, phonics results)
- Behavioural information (such as suspensions, exclusions, alternative provision put in place)
- Photographs and videos

Why we collect and use pupil information

We use the data listed above to:

- Support pupils' learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

Our lawful basis for using this information

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

- Public task – we need to process the data to fulfil our statutory function as a school.
- Legal obligation – we need to process the data to meet our responsibilities under law.
- Contract – we need to process the data to fulfil a contract with your child or help them enter into a contract with us.
- Vital interests – we will use this personal data in a life-or-death situation.
- Legitimate interests – we need to process the data for the legitimate interests of the school.
- Consent – we will obtain consent from you to use your child's personal data.

Where you have provided us with consent to use your child's personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

We must also comply with an additional condition where we process special categories of more sensitive personal information. This includes, but is not restricted to, information about characteristics such as ethnic backgrounds or special educational need and photographs taken in school.

When processing special category data, as well as one of the six lawful basis for processing, we must ensure that one of the following conditions for processing as set out in UK data protection law applies:

- We have obtained your explicit consent to use your child's personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

How we collect this information

Whilst the majority of information we collect about your child is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this information

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

Who we share this information with and why

We do not share information about your child with any third parties without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary, and it complies with UK data protection law, we may share personal information about your child with:

- Our local authority, Central Bedfordshire Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Schools they attend after leaving us
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections, such as the school census.

We are required to share information about our pupils with the DfE, either directly or via our local authority, for the purpose of those data collections under [regulation 3 of The Education \(Information About Individual Students\) \(England\) Regulations 2013](#).

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

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census), go to www.gov.uk/education/data-collection-and-censuses-for-schools.

National Pupil Database

The National Pupil Database (NPD) is owned and managed by the DfE 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 DfE. The information is securely collected from a range of sources, including schools, local authorities and exam boards, and is held in electronic format for statistical purposes.

We are required to provide information about our pupils to the DfE as part of statutory data collection, such as the school census. Some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NPD with third parties who promote children's education or wellbeing in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure that the 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
- The arrangements in place to securely 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 DfE'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-student-database-requests-received>.

To contact the DfE with any questions about the NPD, go to <https://www.gov.uk/contact-dfe>.

Requesting access to personal data that we hold about your child

You have the right to make a 'subject access request' to gain access to personal information that we hold about your child. If you would like to make a request, please contact our Data Protection Officer.

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual. To make a request, please contact the school office.

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept. For example, you have the right to:

- Object to our use of your child's personal data.
 - Prevent your child's data being used to send direct marketing.
 - Object to and challenge the use of your child's personal data for decisions being taken by automated means.
 - In certain circumstance, have inaccurate personal data corrected.
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- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing.
 - Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose.
 - In certain circumstances, be notified of a data breach.
 - Make a complaint to the Information Commissioner's Office.
 - Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaint 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 concerns about our data processing, please raise this with us in the first instance:

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 Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Email jrichards@templefield-lower.co.uk
- Call 01525 713626
- Or write to: Templefield Lower School, Malham Close, Flitwick, Bedfordshire, MK45 1AJ