



Privacy Notice for Pupils and Parents **(Learning and Growing Together)**

For Information Only

Last Reviewed	Next Review
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Data Protection Lead	Lois Bowery	office@merriott.somerset.sch.uk haselburyplucknettschool@educ.somerset.gov.uk
Data Protection Officer	Amy Brittan	dposchools@somerset.gov.uk



1. Privacy Notice (How we use Pupil and Parental Information)

- a. The school needs to use data on pupils in order to be able to safeguard them and deliver the best education possible. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data.
- b. You have a legal right to be informed about how the school uses any personal information that is held about you. To comply with this, the school provides a 'privacy notice' to you where we are processing your personal data.
- c. This privacy notice explains how your personal data is collected, stored and used.
- d. Merriott First School and Haselbury Plucknett First School, are the 'data controllers' for the purposes of the data protection law.
- e. The Data Protection Officer (DPO) is shown above.

2. The personal data we hold

- a. The school holds some personal information about you to make sure they can help you learn and look after you at school.
- b. For the same reasons, the school gets information about you from some other places too – like other schools, the local council and the government.
- c. This information includes but is not limited to:
 - i) Your contact details.
 - ii) Assessments of your work.
 - iii) Your attendance records.
 - iv) Your characteristics, like your ethnic background or any special educational needs
 - v) Any medical conditions you have.
 - vi) Details of any behaviour issues or exclusions.
 - vii) Photographs.
 - viii) Details of where you go when you leave us after year 4.
 - ix) CCTV images.

3. Why we use this data

- a. The school uses this data to help it get in touch with you and your parents when it needs to:
 - i) Check how you're doing in all subjects and work out whether you or your teachers need any extra help.
 - ii) Track how well the school as a whole is performing
 - iii) Look after your wellbeing.

4. The legal basis for using this data

- a. The School must comply with the law.



- b. The school needs to use it to carry out a task in the public interest (in order to provide you with an education).
- c. Sometimes, the school may also use your personal information where:
 - i) You, or your parents / carers have given us permission to use it in a certain way.
 - ii) It needs to protect your interests (or someone else's interest).
- d. Where the school has permission to use your data, you or your parents / carers may withdraw this at any time. The school will make this clear when it asks for permission and explain how to go about withdrawing consent.
- e. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean the school can use your data.

5. Collecting this information

While in most cases you, or your parents / carers, must provide the personal information the school needs to collect, there are some occasions when you can choose whether or not to provide the data. The school will always tell you if it's optional. If you must provide the data, the school will explain what might happen if you don't.

6. How the data is stored

- a. The school will keep personal information about you while you are a pupil at our school. It may also keep data after you have left the school, where it's required to by law.
- b. The school's record retention schedule / records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long it keeps information about pupils.

7. Data sharing

- a. The school does not share personal information about you with any external entity without permission from you or your parents / carers, unless the law and our policies allow it to do so.
- b. Where it is legally required, or necessary for another reason allowed under data protection law, the school may share personal information about you with:

Who it is shared with	Why it is shared
The local authority	To meet the legal duties to share certain information with it, such as concerns about pupils' safety and exclusions.
The Department for Education (DfE)	This is required by law. This data sharing underpins school funding and educational policy.
Your family and representatives	To ensure that they know how you are doing and to protect your welfare.



Police forces, courts, tribunals and security services	As required by law
Educators and examining bodies	To ensure that you are entered for exams and your results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing
Our payment service providers	So that you can pay for meals, trips resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home

8. National Pupil Database

- a. The school is required to provide information about you to the Department for Education (a Government department) as part of data collections such as the school census.
- b. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.
- c. 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.
- d. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

9. Sharing by the Department for Education (DfE)

- a. The law allows the Department to share pupils' personal data with certain third parties, including:
 - i) schools and local authorities
 - ii) researchers
 - iii) organisations connected with promoting the education or wellbeing of children in England
 - iv) other government departments and agencies
 - v) organisations fighting or identifying crime
- b. For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- c. Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on



around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

- d. For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:
<https://www.gov.uk/government/publications/dfe-external-data-shares>

10. Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

11. How to access personal information the school holds about you

- a. You can find out if the school holds any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.
- b. If the school holds information about you, it will:
 - i) Give you a description of it.
 - ii) Tell you why it is holding and using it, and how long it will keep it for.
 - iii) Explain where the school obtained it from, if not from you or your parents.
 - iv) Tell you who it has been, or will be, shared with.
 - v) Let you know if the school is using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
 - vi) Give you a copy of the information
- c. You may also ask the school to send your personal information to another organisation electronically in certain circumstances.
- d. If you want to make a request please contact our data protection officer.

12. How to find out what personal information the DfE hold about you

- a. Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:
 - i) if they are processing your personal data.
 - ii) for a description of the data they hold about you.
 - iii) the reasons they're holding it and any recipient it may be disclosed to.
 - iv) for a copy of your personal data and any details of its source.
- b. If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- c. To contact DfE: <https://www.gov.uk/contact-dfe>



13. Your other rights over your data

- a. You have other rights over how your personal data is used and kept safe, including the right to:
 - i) Say that you don't want it to be used if this would cause, or is causing, harm or distress.
 - ii) Stop it being used to send you marketing materials.
 - iii) Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person).
 - iv) Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it.
 - v) Claim compensation if the data protection rules are broken and this harms you in some way.

14. Complaints

- a. The school takes any complaints about how it collects and uses your personal data very seriously, so please let it know if you think it has done something wrong.
- b. You can make a complaint at any time by contacting our data protection officer.
- c. You can also complain to the Information Commissioner's Office in one of the following ways:
 - i) Report a concern online at <https://ico.org.uk/concerns/>
 - ii) Call 0303 123 1113
 - iii) Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

15. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.