

## **Tillingbourne Junior School Pupil Privacy Notice**

**Version and date issued:** v10.0, 22/11/2023

At Tillingbourne Junior School we collect and hold personal information relating to our pupils and their parents/carers/guardians. Our school aims to ensure that all data collected about pupils is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR).

This policy applies to all data, regardless of whether it is in paper or electronic format.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information (such as dietary, physical and mental health notes and conditions)
- Assessment information (such as internal assessment and externally set tests)
- Exclusions information
- Safeguarding information
- Photographs
- CCTV images

Additionally, for parents/carers/guardians, we collect personal information (name, address, contact details) to allow us to communicate with you about your child.

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning

- to monitor and report on pupil progress
- to provide appropriate pastoral care, safeguarding and medical support
- to assess how the school is performing
- to comply with the law regarding data sharing
- to maintain our own finances, accounts and records
- to support admissions
- to monitor behaviour and attendance

### **Our legal basis for using this information**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (General Data Protection Regulation (EU) 2016/679 (from 25th May 2018))
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **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. For example, pupil photograph consent will be requested.

### **Storing pupil data**

The school will hold pupil data as outlined in our retention schedule.

## **Who we share pupil information with**

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- the pupil's family and representatives
- our regulator, Ofsted
- public health authorities and social welfare organisations
- residential trip providers
- formative assessment providers
- schools that the pupil's attend after leaving us
- Education Software Systems SIMS for pupil database management
- Tucasi for school dinner, trip payments, parent communication and parents evening
- Libresoft Ltd for library management
- DBPrimary (New Era Technology) for school website
- Microsoft Outlook and Google calendar for school email and calendar
- Annodata for data backup and storage
- MyMaths, SPAG.com and TT RockStars for teaching applications
- CPOMS for safeguarding and pupil behaviour monitoring
- Wonde.com for free school meals voucher provision and holiday activities
- Insight (Equin Ltd) & GL Assessment for assessment monitoring
- Medical Tracker for recording accidents and child medication
- Sign in app for recording arrivals and departures during the school day
- Hodder Education/Rising Stars (MARK) for digital assessment reporting

## **Why we share pupil information**

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the National Pupil Database used by the Department for Education, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **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. To make a request for your personal information, or be given access to your child's educational record, contact Christa Wijnja, Senior Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, 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 Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

If you would like to discuss anything in this privacy notice, please contact Christa Wijnja, Senior Business Manager.

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