



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL
SNITTERFIELD PRIMARY SCHOOL
WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

LOXLEY C.E. COMMUNITY PRIMARY SCHOOL

Privacy Notice for Parents and Pupils – How we use your information

2023/2024

Who are we?

Loxley C.E. Community Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Loxley C.E. Community Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **Z6296325**

You can contact the school as the Data Controller in writing at: **admin3040@welearn365.com**

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information,

- post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

Why do we use personal information?

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

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.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process this personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

5) We have a legitimate interest

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- COMPASS School Health Service
- NHS
- Public Health and other public health agencies
- Information Management Software: SIMS, WONDE
- Educational apps such as Times Tables Rockstars
- Conferencing software for homework and home learning: Microsoft TEAMS
- Warwickshire Attendance Service (WAS)
- Children's Services

- SEN support services e.g. Speech & Language/Occupational Health/CAMHS/Educational Psychology
- Educaterers (dietary information)

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

Where the school processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school to inform them of their reasons for their objection. The school will consider the reasons for any objection and asses the risk to the individual against the purposes for the processing. In the event the school is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

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, 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/>

Review

The content of this Privacy Notice will be reviewed in Summer 2024.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name	Education Regulations 2006 reg 12 Education Regulations 2013, reg 3 Education Act 1996 sec 537a		SIMS/ DFE/any new school/LA/MASH/STA	Legal obligation
Date of birth	Education Regulations 2006 Education Regulations 2013, reg 3 Education Act 1996 sec 537a		SIMS/ DFE/any new school/LA/MASH/STA	Legal obligation
Address	Education Regulations 2006 reg 12 Education Regulations 2013, reg 3 Education Act 1996 sec 537a		SIMS/ DFE/any new school/LA/MASH/STA	Legal obligation
Contact phone numbers	Education Regulations 2006		SIMS/any new school/MASH/WAS	Legal obligation
Family Links (siblings)	Children Act 2004		MASH/WAS	Legal obligation
Ethnic Group	Education Regulations 2013 reg 3 Children and Families Act 2014 sec 69	Data subject has given explicit consent	SIMS/DFE/LA/MASH/WAS	Legal obligation
Special Educational Needs and Disability Information	Education Regulations 2013 reg 3 Children and Families Act 2014 sec 69 Education Act 1996 sec 537a & 317	Data subject has given explicit consent	SIMS/ DFE/any new school/LA/MASH/STA	Legal obligation
Names of Previous schools & records	Education Regulations 2006		SIMS/school staff/LA/DFE	Legal obligation
Safeguarding information & Records	Children Act 2004 Education Act 2002 sec175 Children's Act 1989 sec 17 Children's Act 1989 sec 47 Children Act 2004 sec 11		SIMS/ any new school/MASH	Legal obligation
Gender identity	Education Regulations 2006 Education Regulations 2013, reg 3 Education Act 1996 sec 537a		SIMS/ DFE/any new school/LA/MASH/STA	Legal obligation
Curriculum Assessment	Education Regulations		SIMS/ DFE/any new	Legal obligation

Information	2006		school/LA/	
Attendance data	Education Regulations 2006 Reg 4 Education Regulations 2013, reg 3 Education ACT 1996 SEC 444 Education Act 1996 sec 537a & 437A		SIMS/ DFE/any new school/WAS/MASH/LA	Legal obligation
Exclusions info	Education Act 2002 education Act 1996 sec 51A Education Act 2002 sec 51A Education Act 1996 sec 537a & 19		SIMS/ DFE/any new school/MASH/LA	Legal obligation
Free School meal eligibility	Education Regulations 2013 reg 3 Education Act 1996 sec 537a		SIMS/ any new school DFE/LA	Legal obligation
Unique Pupil Number	Education Regulations 2013 reg 3 Education Act 1996 sec 537a		SIMS/DFE/WAS/any new school/LA	Legal obligation
Pupil's Year Group	Education Regulations 2013		SIMS/ DFE/any new school/LA/MASH/STA	Legal Obligation
Admission date	Education Regulations 2006 Education Regulations 2013, reg 3 Education Act 1996 sec 537a		SIMS/LA	Legal obligation
First language	Education Regulations 2013 reg 3 Education Act 1996 sec 537a		SIMS/DFE/LA/MASH	Legal obligation
LAC status	Education Regulations 2013 reg 3 Education Act 1996 sec 537a		SIMS/DFE/LA/any new school	Legal obligation
Service child status	Education Regulations 2013 reg 3 Education Act 1996 sec 537a		SIMS/DFE/LA/any new school	Legal obligation
Court Order	Children Act 2004		MASH/any new school	Legal Obligation

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical or Health information	Necessary to protect the vital interests of the data subject	SIMS/ any new school/NHS services/school staff/supply staff/Onside Coaching/Manor Adventure	Vital Interests
Dietary information	Necessary to protect the vital interests of the data subject	SIMS/Educaterers/school staff/supply staff/NHS services/Manor Adventure	Vital Interests

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Religion	Data subject has given explicit consent	SIMS/Educaterers/WAS/MASH	Consent
Emergency contacts		SIMS/school staff/supply staff/Onside Coaching	Consent
Photograph consent		SIMS/school staff/supply staff/FOLS/Website/Stratford Herald/Ed Tyler Photography	Consent
Trips consent		SIMS/school staff	Consent
Collection consent		School staff/supply staff	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task - please note that the right to object will apply to this processing, please see the section above that refers to 'What are your rights with respect of your personal information?'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name		WAS/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/Onside Coaching/SEND Supported//ICTDS/Manor Adventure/Stratford Leisure Centre/Public Health/NHS Test and Trace/Mathletics/TT Rockstars/WONDE/Boxall Profile	Public Task
Pupil Date of Birth		WAS/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/Onside Coaching/SEND Supported//ICTDS/Public Health/NHS Test and Trace/WONDE/Boxall Profile	Public Task
Gender identity		WAS/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/SEND Supported/Manor Adventure/WONDE	Public Task
Mother/Father Priority Contact Name, telephone numbers and email		WAS/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/Onside Coaching/SEND Supported/Public Health/NHS Test and Trace	Public Task
Pupil Year Group		WAS/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/Onside Coaching/SEND Supported/Cool Milk/ICTDS/Manor Adventure/Public Health/NHS Test and Trace/Mathletics/TT Rockstars/WONDE/Boxall Profile	Public Task
SEND information	Data subject has given explicit consent	MASH/S&L/EP/OH/NHS/LA/schoolstaff/supplystaff/Onside Coaching/SEND Supported	Public Task
Free School Meals eligibility		SEND Supported/WONDE	Public Task
Attendance		WAS/SEND Supported/WONDE	Public Task
Dietary information		NHS/school staff/supply staff	Public Task
Medical Information	Data subject has given explicit consent	Any new school/SEND Supported/MASH/S&L/EP/OH/NHS/LA/Educaterers/school staff/supply staff/Onside Coaching	Public Task
GP Practice		SIMS/NHS	Public Task
Mode of travel to school		SIMS	Public Task
Pupil Awards		School staff	Public Task
Child Looked After status		LA/SEND Supported/any new school/SIMS/WONDE	Public Task

Table 5 - Personal information we process because we have a legitimate interest

Nil