

# Privacy Notice for Chevening (St Botolph's) CE VA Primary School (v8)

This notice explains what personal data (information) the school holds about its pupils and their parents/carers, how it is collected, how it is used and how it may be shared. The school are required to give you the following information under data protection law.

Chevening (St Botolph's) CE VA Primary School collects, uses and is responsible for certain personal information about its pupils and their parents/carers and in this capacity is regulated under the Data Protection Act 2018 (DPA 2018). For the purposes of these laws the school is a controller of this personal information.

Our Data Protection Officer is Satswana Limited, Suite G12, Ferneberga House, Alexandra Road, Farnborough, Hants, GU14 6DQ; [info@satswana.com](mailto:info@satswana.com); phone 01252 759177

## The personal information the school collects and uses

### Information collected

In the course of providing education the school collects the following information from you:

- Personal information (such as name, unique pupil number, contact details, language, nationality, country of birth, and free school meal eligibility)
- Special category characteristics
  - Ethnicity
  - Special educational needs (SEN) information
  - Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results

The school also obtains information from other sources:

- Personal and special category information, assessment results and SEN information from schools that your child(ren) have previously attended.
- Service support and involvement information from KCC teams working to improve outcomes for children and young people (such as SEND, Early Help, Free School Meals, Admissions)

### How the school uses your personal information

The school uses this information to:

- support pupil learning
- monitor and report on pupil progress
- moderate teacher assessment judgements

- provide appropriate pastoral care and support services
- assess the quality of our services
- comply with the law regarding data sharing
- support pupils and their parents/carers in the decision to choose their next school
- support or improve educational provision
- ensure no children are missing education
- support children at risk of permanent exclusion
- support the primary, secondary and in-year admissions process
- safeguard children and young people
- improve the education and services we provide

### How long your personal data will be kept

The school will hold the information securely until your child changes school. The records will then be transferred to your child's new school, where they will be retained until the pupil reaches the age of 25, after which the information is archived or securely destroyed.

### Reasons the school can collect and use your personal information

The school collects and uses pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest.

If it needs to collect special category (sensitive) personal information, the school relies upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, the school will make this clear to you and ensure your consent is given.

### Who the school shares your personal information with

- Department for Education (DfE) (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries)
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools or colleges that your child attends after leaving Chevening (St Botolph's) CE VA Primary School
- Local forums with schools and KCC representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance (such as Local Inclusion Forum Team (LIFT))
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust

- Schools in our local collaboration, to enable the moderation of pupil assessment outcomes, to support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision
- KCC has to share information with external moderators (teachers with recent relevant experience) of end of key stage assessments, to meet statutory requirements from the Standards & Testing Agency (STA)
- Principals Catering
- Cantium IT as our IT Provider, including their hosting of SIMS (School Information Management System) and Arbor
- Third-party providers of information services such as Lexia, Scratch, Speechlink, Infant Language Link, Phonics Play, Dynamo Maths, Times Tables Rocks Stars
- LanguageScreen, via OxEd, Assessment Limited.
- Microsoft Office 365 including Microsoft Teams.
- Blue Runner Solutions (Meal ordering provider), CH&Co Group/Principals Catering.
- CPOMs (pupil safeguarding system)
- Nurture UK

The school will share personal information with law enforcement or other authorities if required by applicable law.

The school is required to share information about its pupils with KCC and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Pupil information is stored on the following online systems, where Chevening (St Botolph's) CE VA Primary School has the only access, the information is not shared with the hosting organisation, and the school holds relevant privacy notices from them:

- Target Tracker (Essex County Council), YR-6 pupil progress database
- Scopay via Tucasi Events Booking and Payment system
- School Interviews via the Virtual Industries Group

### **The National Pupil Database (NPD)**

The 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. 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.

The school is required by law, to provide information about its pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that requires this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share information from the NPD about pupils with third parties who promote the

education or well-being of children 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 data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether 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 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.

## Your Rights

Under the DPA 2018 you have rights which you can exercise free of charge which allow you to:

- Know what the school is doing with your information and why
- Ask to see what information the school holds about you and your child(ren) (Subject Access Requests)
- Ask the school to correct any mistakes in the information it holds about you and your child(ren)
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on the school's reason for using your information you may also be entitled to:

- Ask it to delete information it holds about you and your child(ren)
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you and your child(ren)
- Object to how it is using your information
- Stop it from using your information in certain ways

Chevening (St Botolph's) CE VA Primary School will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent the school delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the DPA 2018.

If you would like to exercise a right, please contact the school secretary or Satswana Limited, Pembroke House, St Christophers Place, Farnborough, Hampshire, GU14 0NH; [info@satswana.com](mailto:info@satswana.com)

## Keeping your personal information secure

Chevening (St Botolph's) CE VA Primary School has appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. The school limits access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Chevening (St Botolph's) CE VA Primary School also has procedures in place to deal with any suspected data security breach. The school will notify you and any applicable regulator of a suspected data security breach where it is legally required to do so.

## Who to Contact and Where to go for Further Information

Please contact the school secretary or the DPO (as above) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long the school has kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

For more information about services for children and young people, please go to: <http://www.kent.gov.uk/education-and-children> or the KCC website at [www.kent.gov.uk](http://www.kent.gov.uk)

The Data Protection Act 2018 also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

To find out more about the pupil information shared with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>