Oaklands Infant School Privacy Notice for Students/Pupils, Parents and Carers Data Protection Act 2018

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Purpose:	This privacy notice explains how the Corvus Learning Trust (CLT) and your school uses information about you and your child and what is done with it
Responsibility for Approval:	Board of Trustees
Responsibility for Updating:	CLT Data Protection Officer
Related Policies/Guidance:	CLT TP2 - Data Protection Policy Data Protection Act 2018

Privacy Notice for Students/Pupils, Parents and Carers: Data Protection Act 2018

This privacy notice explains how we use information about you and your child and what we do with it. The information is called 'personal data' or 'personal information'.

Students/pupils and parents/carers are asked to read this notice before completing the school's student/pupil registration form.

1. Who we are

We are Oaklands Infant School which is part of the Corvus Learning Trust (CLT). CLT is the organisation that is in charge of your personal information. This means that CLT is called the Data Controller for the purposes of the Data Protection Act.

The postal address of CLT is:

Grant Road

Crowthorne

RG45 7HZ.

Alternatively, you can email us at enquiries@corvuslearningtrust.co.uk

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Oaklands Infant School

Butler Road

Crowthorne

RG45 6QZ

Email: admin@oaklands-inf.wokingham.sch.uk

2. How we use student/pupil information

CLT collect and hold personal information relating to our students/pupils and may also receive information about them from their previous school, the Local Authority (LA) and/or the Department for Education (DfE).

If you want to see a copy of the information that we hold about you and that we hold and share about your child, please contact the school.

We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide access to online learning environments, such as Google Classroom
- Provide facilities for students/pupils, parents and carers to pay for services, such as cashless catering in the school canteen
- Communicate with parents
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law about sharing personal data.

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where students/pupils go

after they leave us and personal characteristics such as ethnic group, special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications, we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will also use photographs of students/pupils in accordance with the permissions indicated by you on the student/pupil registration form.

Online lessons delivered via our web-based conferencing platforms may be recorded for safeguarding purposes and to support the remote education of students not in school.

- Students/pupils will be informed if a meeting is being recorded
- Recordings will be kept for one year
- Detailed instructions regarding remote lessons will be sent to all staff and students, and refreshed at least annually

If staff want to record online lessons for use beyond one year, or to share with a different class, students will be asked for consent before the lesson is recorded.

The use of your information for these purposes is lawful for the following reasons:

- CLT is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard students/pupils
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students/pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information
- We will not usually need your consent to use your information. If, however, at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students/pupils. If you give your consent, you may change your mind at any time.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

3. How long we keep your information

We only keep information for as long as we need to or for as long as the law requires us. Most of the information we have will be in the student's/pupil's file. We usually keep these until their 25th birthday (or until their 35th birthday in the case where a student/pupil has an Education, Health and Care Plan) unless they move to another school in which case, we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and it can be found at http://www.corvuslearningtrust.co.uk/policies-and-procedures/trust-policies/

4. Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found at http://www.corvuslearningtrust.co.uk/policies-and-procedures/trust-policies/

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

5. When we give your information to others

We will not give information about your child to anyone outside the school without your consent unless the law, including the Data Protection Act, and our rules allow us.

We are required by law to pass some information about your child to the LA and/or the DfE.

Once pupils are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the LA support service for young people aged 13 to 19 in England. We must provide both the pupil's and the parents' names and addresses and any further information relevant to the support service's role. This includes sharing certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

The pupil (if aged 16 or over) or parent can however ask that no information beyond name and address and date of birth be passed on to the youth services provider. Please inform the school if you or your parents wish to opt out of this arrangement.

For more information about young peoples' services, please go to the Direct Gov Young People page at www.gov.uk/government/policies/young-people

We will also disclose student's/pupil's personal data to:

- Their new school if they move schools
- Services connected with Special Educational Needs (SEN) support – e.g. Speech and Language Therapy Service, Occupational Therapy Service, Educational Psychology Service, etc
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Assessment Tracking Services, such as SISRA

The information disclosed to these people/services may include sensitive personal information about students/pupils. Usually this means information about health and any special educational needs or disabilities. We do this because these people need the information so that they can support your child's education.

Our disclosure of your personal data is lawful for the following reasons:

- CLT is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our students/pupils and protect them from harm
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our students/pupils with education and pastoral care and connected purposes as outlined above
- The services comply with the Data Protection Act and associated standards.

We will not usually need consent to disclose your information. If, however, at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

If you require more information about how the Local Authority (LA) and DfE hold and use your child's information, then please go to the following websites:

www.wokingham.gov.uk

www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/data-protection

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer
Wokingham Borough Council
Shute End Civic Offices
Wokingham Berkshire
RG40 1BN
www.wokingham.gov.uk
e-mail:
information.security@wokingham.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
www.education.gov.uk
www.education.gov.uk/help/contactus
Tel: 0370 000 2288

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about students/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.

We are required by law, to provide information about our students/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 allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the student/pupil information we share 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/collections/national-pupil-database

The DfE may share information about our students from the NPD 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 the confidentiality of our data is maintained and 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 student/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 DfE has provided student/pupil information, (and for which project), please visit the following website:

https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact the DfE:

https://www.gov.uk/contact-dfe

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one parent lives abroad or if you move to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer your information. For example, we will look at whether that other country has good data protection laws. If we cannot be sure that it is safe then we will talk to you to make sure that you are happy for us to send your information.