



Tornedale Infant School
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“Working Together - Aiming High”

GDPR Privacy Notice for Pupils and their families

Why do we collect and use pupil information?

Tornedale Infant School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- (a) To support pupil learning
- (b) To monitor and report on pupil attainment progress
- (c) To provide appropriate pastoral care
- (d) To assess the quality of our services
- (e) To keep children safe (food allergies or emergency contact details)
- (f) To meet statutory duties placed upon us for DfE data collections

Which Data is Collected?

The categories of pupil information that Tornedale collects, holds and shares include the following:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- characteristics (such as ethnicity, language and free school meal eligibility);
- safeguarding information (such as court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical and administration (such as doctors information, child health, allergies, medication and dietary requirements);

- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- assessment and attainment (such as key stage 1 and phonics results); and
- behavioural information (such as exclusions and any relevant alternative provision put in place).

The lawful basis for processing this information is under Article 6 of the GDPR:

- Public Task - the processing is necessary for the school to perform a task in the public interest or for the official functions, and the task or function as a clear basis.
- Consent - the parent/guardian has given clear consent for the school to process the pupil's personal data for specific purposes.

Where specific categories of data are collected under Article 9 of the GDPR:

- the data subject has been given specific consent to the processing of their personal data for one or more specified purpose; and
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member state law which shall be proportionate to the aim pursued, respect the essence of the right of data protection and provide for suitable and specific measures to safeguard the fundamental rights in the interests of the data subject.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is required. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

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.

Storing Pupil Data

Personal data relating to pupils at Tornedale Infant School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Tornedale aims to indicate on all forms collecting personal data how long the document will be retained by school.

Will my Information be Shared?

Tornedale is required to share pupils' data with the DfE on a statutory basis. This includes the following:

- Attendance data
- Assessment data
- Details of pupils in receipt of Pupil Premium and Free School Meals funding

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Tornedale Infant School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the pupil information we share with the department, 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>.

Tornedale Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupil information with:

- pupils' destinations upon leaving the school;
- the Local Authority (LA);
- the National Health Service (NHS);
- O'Track (data tracking system);
- Child Protecting Online Monitoring System (CPOMS);
- Capita SIMS;
- Teachers 2 Parents - text messaging and parents evening service;
- the Department for Education (DfE);
- Tapestry;
- Cool Milk; and
- Dojos

The information that we share with these parties includes the following:

- Personal information - eg names, pupil telephone numbers, email addresses and postal addresses.
- Characteristics - eg ethnicity, languages spoken at home, nationality, country of birth and free school meal eligibility.
- Attendance information - eg number of absences and reasons for absence.
- Assessment information - eg national curriculum assessment results.
- Relevant medical information.
- Information relating to SEND.
- Behavioural information, eg number of temporary exclusions.
- Levels of attainment (O'Track).

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to

- be informed about how Tornedale Infant School uses your personal data;
- request access to the personal data that Tornedale Infant School holds;
- request that your personal data is amended if it is inaccurate or incomplete;

- request that your personal data is erased where there is no compelling reason for its continued processing;
- request that the processing of your data is restricted; and
- object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Tornedale Infant School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday to Friday, 9.00 am to 5.00 pm.

Where Can You Find Out More Information?

If you would like more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.tornedaleinfantschool.co.uk to download our GDPR Data Protection Policy.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Data Controller - 01302 868387
Tornedale Infant School is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which any personal data relating to pupils and their families is be processed.
- Data Protection Officer - tbc
The data protection officer for Tornedale is still to be appointed. The role of this officer will be to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. Full details of this officer will be published on our website once an appointment has been made.