



MANOR INFANT SCHOOL & NURSERY

Approval By: School	
Review Frequency: 3 years	
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Last Reviewed: April 2018	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	<i>R.E. Anderson,</i>
Review Approved (signature):	
Date Approved: 23/4/18	

GDPR Privacy Notice

'Valued as Individuals, Inspired as Learners'

Who processes your information?

Manor Infant School & Nursery 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 to be processed.

Mr Howard, the headteacher is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 02392 820548 or office@manor-inf.portsmouth.sch.uk

Which data is collected?

The categories of pupil information that we collect, hold and share include the following:

- Personal information (such as name, unique pupil number and 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)
- Exclusions information (such as start date, number of days, category, reason and correspondence to parents)
- Assessment information (in year and end of key stage assessment scores/grades for each subject)
- Special Educational Need information (such as provision, needs, placements, payments, medical information, care information)
- Medical information (such as medical need, GP contact data, specialist contact details)
- School history (such as school name, dates attended)
- Contact information (Address, Telephone number, email address)
- Parent/Carer information (such as name, address, contact details)
- Emergency contact information (such as name, address, contact details)

Why we collect and use this information

The personal data of pupils and their families is collected and used for the following reasons:

- 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

The lawful basis on which we use this information

Manor Infant School and Nursery 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 the Department for Education (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

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.

Storing pupil data

How long is your data stored for?

Personal data relating to pupils at Manor Infant School & Nursery 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.

Who we share pupil information with

Will my information be shared?

The school routinely shares pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- Other local authorities if they have responsibility for a child who is SEN/LAC
- the Department for Education (DfE) on a statutory basis.
- The school nurse
- The NHS

Information will be passed to Scomis (Devon County Council) who provide a hosting service for the School Information Management System (SIMS).

We also pass information to;

- Tucasi who provide our online payments service
- ISS who provide our school meals
- Invenry who provide our entry and visitor system
- Cool Milk who supplies the children's milk
- 2 Simple who provide the app '2 Build a profile' used to record and track Nursery and year R observations.
- Nursery Genie who provide the software for the nursery's accounting, invoicing, maintaining registers and storage of child records.
- Teachers2Parents who provide our e-mail and text communication service
- Solent NHS school nursing service
- The Library Service to enable them to issue all Reception year pupils with their own library card.

If you wish to opt out of this, please contact the school administrator (details above).

Daily attendance will be shared with the Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-databaserequests-received>

Why we share pupil information

Manor Infant school & Nursery will 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.

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>.

The National Pupil Database

The National Pupil Database (NPD) is owned and managed by the Department for Education 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 Department. 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 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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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 Department 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: and
- 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.

For more information about the department'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>

Requesting access to your personal data

What are your Rights?

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 **the headteacher and data protection officer, Mr Howard**.

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 Manor Infant School & Nursery and/or the DfE are collecting or using your personal data, you can raise your concern with the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

The headteacher and data protection officer, Mr Howard at Manor Infant School on 02392 820548 or DPO@manor-inf.portsmouth.sch.uk

If you need more information about how our local authority and/or DfE collect and use your information, please see the [Portsmouth City Council Data Protection Privacy Notice](#)

Or visit:

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>