



## **Privacy Notice (How we use pupil data)**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We, Sebright Primary School, Audrey Street, London, E2 8QH, are a Data Controller for the purposes of the General Data Protection Regulation (GDPR). We collect information from you and may receive information about you from your previous school.

If you have any queries about this Privacy Notice please contact our Data Protection Officer Ms Terry Corpe, Federation Deputy Head (see 'Contact Us' below).

### **The personal pupil data we collect, hold and share include:**

- Personal information, such as name, unique pupil number, address and family links;
- Parental contacts – name, contact details, relationship and priority in an emergency;
- Safeguarding information, such as court orders, professional involvement and contact with non-resident parents;
- payment details of parent/carer;
- Medical information – doctor's name, address and contact number, allergies, medical conditions, physical & mental health and dietary requirements;
- Characteristics, such as ethnicity, language, Religion, eligibility for free school meals;
- Attendance information – sessions attended, number of absences and reasons for absences;
- School history (provided by previous school);
- Information about any Special Education Needs or Disabilities;
- Information about behaviour, such as details of exclusions or any relevant alternative provision put in place;
- Information about assessments and attainment, such as Key Stage 1 and phonics results.

### **Why we collect and use this data**

We use the pupil data:

- to provide pupils with an education and support pupil learning;
- to monitor and report on pupil progress;

- to allocate the correct teaching resources and assess the quality of teaching in the school;
- to provide appropriate pastoral care;
- to ensure the safety of pupils whilst in our care (food allergies, emergency contact details, etc.);
- to protect children from harm (safeguarding);
- to comply with the law regarding data sharing;
- to notify families of pupils of any news and important information about the school (school trip texts, Newsletter and any changes that may affect the pupils);
- to support integrated health services (weight, height and hearing tests, etc.);
- to collect payments from parents as and when approved.

### **The lawful basis on which we use this data**

Under the GDPR, the lawful bases that we process personal data under are:

- Legal obligation;
- Public task;
- Vital interests.

The lawful bases for processing personal data are specified in Article 6 of the GDPR (<https://gdpr-info.eu/art-6-gdpr/> ). The majority of data processing that schools undertake will relate to the performance of the public task of supporting the learning and well-being of pupils throughout their school life.

In addition, the lawful bases that we process special category personal data (previously referred to as ‘sensitive person data’) under are:

- Compliance with employment and social security law;
- Vital interests of the data subject;
- Substantial public interest.

These lawful bases for processing special category personal data are specified in Article 9 of the GDPR (<https://gdpr-info.eu/art-9-gdpr/>). The majority of this data processing will relate to substantial public interest tasks for statutory and government purposes, as described in Part 2 of Schedule 1 of the Data Protection Act 2018 (<https://publications.parliament.uk/pa/bills/cbill/2017-2019/0153/18153.pdf> ) as ‘necessary for the exercise of a function conferred on a person by enactment of the exercise of a function of the Crown, a Minister or a government department.’

### **Collecting pupil data**

We collect pupil information via registration forms at the start of each academic year, for Nursery and Reception Class pupils and on entry for any other pupil. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools’ operational use. Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **Storing pupil data**

We hold records of pupil data for a set period of time depending on the type of information they contain. Details about how long we keep different types of records containing personal data can be found in our Retention Schedule (<https://www.sebright.hackney.sch.uk/about-us/policies>).

### **Who we share pupil data with**

The only people who have access to your personal information are staff within Sebright Primary School whom require access in order to carry out their duties as professionals.

We will not pass your personal data to any third parties for marketing, sales or any other commercial purposes. We will not transfer your data outside of the European Economic Area.

Depending on the purpose for which we originally obtained your personal data and the use to which it is to be put, it may be shared with other organisations. For example, we routinely share pupil information with the following organisations:

- Any school that a pupil attends after leaving Sebright Primary School;
- Our local authority (The London Borough of Hackney, *Hackney Learning Trust*);
- The Department of Education (DfE).

The London Borough of Hackney uses data collected from schools to enable it to carry out specific functions for which it is responsible, such as the assessment of any special needs the child may have. To find out more about how The London Borough of Hackney process personal data it collects from schools, go to <https://www.learningtrust.co.uk/content/privacy-policy>.

We share pupils' data with the DfE on a statutory basis. All data is transferred and held securely by the DfE.

We are required to share information about our pupils with our local (LA) and DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based up the numbers of children and their characteristics in each school;
- informs 'short term' education policy monitoring (Pupil Progress Measures);
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school):

We also have a legal responsibility to share information with Children Social Care when there is a concern regarding a pupil's safety.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

### **Your rights with regard to your personal data**

You have the right to:

- Parents and pupils (13 years or above) have the right to request access to information about them that the school holds. To make a request for you personal information, or be given access to your child's educational record, contact Ms Terry Corpe (DPO Daubeney, Sebright & Lauriston Federation).
- Withdraw consent you have given for the school to process personal information you have provided it (where personal data is processed on the basis of consent you have given for the same);
- 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 (where appropriate);
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;  
and
- have personal data provided in a portable media (where personal data is processed on the basis of consent you have given for the same).

### **Who to contact if you have any concerns about how we use your personal data**

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;

Ms Terry Corpe  
Data Protection Officer  
Sebright Primary School  
Audrey Street  
London  
E2 8QH

Telephone: 020 7739 6531 email: [admin@sebright.hackney.sch.uk](mailto:admin@sebright.hackney.sch.uk)

or directly to the Information Commissioner's Office at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**ICO helpline: 0303 123 1113**  
**Email: <https://ico.org.uk/concerns/>**