

Abbey Church of England Infant and Nursery School



Privacy Notice for Parents and Pupils – How we use your information

2024/25

Who are we?

Abbey Church of England Infant and Nursery School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Abbey Church of England Infant and Nursery School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7207349

You can contact the school as the Data Controller in writing at:

Abbey Church of England Infant and Nursery School, Aston Road, Nuneaton, Warwickshire, CV11 5EL or admin3103@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home 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.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information.

- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

Why do we use personal information?

We use pupil data:

- 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
- to share medical information with health professionals

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.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School nurse
- NHS
- Public Health and other public health agencies
- Information Management software: SIMS, Synergy, Wonde, ParentMail/123 Comms
- Educational apps: White Rose Maths, Class Dojo. Tapestry, Little Wandle
- Conferencing software for homework and home learning: Microsoft Teams, Loom

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- 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 we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in 12 months or sooner where updates are necessary.

Table 1 – Personal information we are required to process to comply with the law:

| Information Type | Relevant legislation | Special Category–additional lawful reason | Third Parties with whom we share the information | Lawful reason for sharing |
|--|--|--|--|----------------------------------|
| Special Education Needs Report | Children’s and Families Act 2014, section 29 & 69 | | Local Authority | Legal Obligation |
| Special Educational Needs | Education Act 1996, section 317 | | Local Authority | Legal Obligation |
| Attendance register | Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11 ,12, 14 & 15 | | Department of Education – school census OFSTED, Local Authority | Legal Obligation |
| Common Transfer file | Education (Pupil Registration)(England) Regulations 2005, Regulation 6 | | School pupil transfers to others schools | Legal Obligation |
| Safeguarding information | Education Act 2002, section 175 Children’s Act 1989, Section 17, 47, 83. Children’s Act 2004, Section 11 | | Local Authority (M.A.S.H), Warwickshire Social Services, Other schools – when pupils transfer | Legal Obligation |
| Admissions Register | Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 14 and 15 | | OFSTED, Local Authority | Legal Obligation |
| Curricular Record including Assessment and achievement data | Education (Pupil Information) (England) Regulations 2005, Regulation 4 & 5 (5) | | DfE, OFSTED, Local Authority, Other Schools – when pupil transfers | Legal Obligation |
| Educational Record | Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6 | | Parents, Local school | Legal Obligation |
| Pupil Information i.e name, age address, Emergency contact details | Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5 | | DfE– school census, Local Authority, Other schools – when pupil transfers | Legal Obligation |
| Pupil Information | Education Act 1996, section 537a | | Secretary of State or any prescribed person for a purpose within the Act | Legal Obligation |
| School Census including pupil personal details | Education Act 1996, Sections 537 & 537A, and accompanying regulations | | Department of Education | Legal Obligation |
| School Census - Ethnicity | Education Act 1996, Sections 537 & 537A, and | Consent | Department of Education | Legal Obligation |

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| | accompanying regulations | | | |
| Exclusions | Education Act 1996, section 51A & Education Act 2002, section 51A | | Local Authority | Legal Obligation |
| Attendance Information | Education Act 1996, section 444 | | Local Authority in relation to Education Supervision Orders | Legal Obligation |
| School Attendance Order | Education Act 1996, section 437A | | Local Authority | Legal Obligation |
| Education Supervision Orders | Children's Act 1989, section 36 | | Local Authority | Legal Obligation |
| Accident Records | Reporting of Injuries, Diseases & Dangerous occurrences regulations 2013 (RIDDOR) | | Health & Safety Executive | Legal Obligation |
| Suitable Education – Not received due to illness/exclusion | Education Act 1996, section 19 | | Local Authority | Legal Obligation |
| Suitable Education – Not received for any other reason | Education Act 1996, section 436A | | Local Authority | Legal Obligation |
| Qualifying Complaint Information | Education Act 2005, section 11B | | Chief Inspector | Legal Obligation |

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

| Information Type | Special Category - additional lawful reason | Third Parties with whom we share the information | Lawful reason for sharing |
|---|--|--|----------------------------------|
| Medical Information | Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent. Necessary for preventative/ occupational medicine | Medical staff i.e. paramedics/ambulance, Other schools – when pupil transfers | Vital Interest |
| Pupil Dietary Requirement (including allergies & food intolerances) | Necessary for preventative/ occupational medicine | Medical staff i.e. paramedics/ambulance, Educaterers Ltd – Catering Staff, Other schools- when pupil transfers | Vital Interest |
| Medical | Necessary for preventative/ | Medical staff i.e. | Vital Interest |

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|--|---|---|----------------|
| Conditions & Pupil Emergency Contact Details | occupational medicine | paramedics/ambulance, Extra-Curricular External Sport Providers- after school sports clubs (Premier Sport) , Natasha Lewis (Relax Kids) | |
| Religious belief | Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent' | Medical staff i.e. paramedics/ambulance | Vital Interest |

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

| Information Type | Special Category - additional lawful reason | Third Parties with whom we share the information | Lawful reason for sharing |
|---|--|---|----------------------------------|
| Photographs | | Government agencies (DfE), Local Press/Media, Staff (Medical Noticeboard), Parents & Community (Newsletter, School Website, Annual Prospectus, Internal school displays, Pupils project work), School Photograph Company (Tempest Photography). | Consent |
| Parental Email address and telephone number | | SchoolComms (School Gateway) text service, Cool Milk (infants and FSM), Tapestry App (email only), Class Dojo (email only). Free School Meal Department at the Local Authority. | Consent |
| Pupil Information i.e name, D.O.B, year group | | Class Dojo, Tapestry, Cool Milk, School Photograph Company (Tempest Photography) | Consent |
| Medical Conditions & Pupil Emergency Contact Details | | Extra-Curricular External Sport Providers- after school sports clubs (Premier Sport SH Active) | Consent |
| Parental Information- Name, Address, Date of Birth and National Insurance Number, | | Free School Meal Department at the Local Authority and The Local Authority Synergy Portal for Nursery funding. | Consent |
| Participation in Extra Curricular | Consent | Extra-Curricular External Sport Providers- after school sports clubs | Public Task |

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| Academic / Sporting Activities – Attendance Registers | | (Premier Sport), Natasha Lewis (Relax Kids) | |
| Consent Forms/ Permission Slips/ Home School Agreements | Consent | Not shared externally | Public Task |

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

| Information Type | Special Category - additional lawful reason | Third Parties with whom we share the information | Lawful reason for sharing |
|---|--|---|----------------------------------|
| Pupil Information i.e name D.O.B, UPN no., address, Parent details, Emergency contact details | Legal Obligation | Department of Education – school census. Other schools – when pupils transfers | Public Task |
| Pupil Information – Year Group, Results of Covid-19 testing, Name, D.O.B, Parent contact number | Necessary for reasons of public health | Public Health and other public health agencies | Public Task |
| Academic Progress/achievement data, assessment results, Pupil Reports, Learning journals, staff observations | Legal Obligation | OFSTED, Parents, Health such as Speech and Language. LA Specialist Support Services including Educational Psychology, Optimum OTrack Assessment tracking software | Public Task |
| Safeguarding information, Medical, Special Education Needs | Legal Obligation | Local Authority, Health, Parents, Other schools – when pupil transfer | Public Task |
| Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children. | Legal Obligation | Local Authority (M.A.S.H), Warwickshire Social Services | Public Task |
| Free School Meal / Pupil Premium Eligibility | | Department of Education – school census. Other schools – when pupil transfers | Public Task |
| Looked After Child / Adopted Child Data | | Department of Education – school census | Public Task |
| Education History | | Other schools – when pupil transfers | Public Task |
| Take up of School Meals | | Department of | Public Task |

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| (Universal Infant Free School Meals) | | Education – school census. | |
| Behaviour Incidents | | Not shared externally | Public Task |
| Attendance Issues | | Local Authority – Attendance Officer Audits | Public Task |
| Accident Reports | | Local Authority Health & Safety Team (where necessary), Health & Safety Executive - RIDDOR (Reporting of Injuries, Diseases & Dangerous occurrences regulations 2013 | Public Task |
| Individual Pupil/Parents – Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP) | | Extra-Curricular External Sport Providers- after school sports clubs (Premier Sport), Natasha Lewis (Relax Kids). Supply Teachers from Agencies. Evolve | Public Task |
| Records of Interventions | | LA Specialist Support Service – where necessary | Public Task |
| Activity/Meal Payments, debts incurred | | Payments not shared externally. Bad debts may be referred to LA legal team where schools debt recovery policy has failed | Public Task |