

Church Lench CE First School

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

2022-23

Who are we?

Church Lench CE First School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Church Lench CE First School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7263498

You can contact the school as the Data Controller in writing at: office@churchlench.worcs.sch.uk

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/data?

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.

What personal information/data 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, post-16 learning 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.
- Photographs on our MIS system

Why do we use personal information?

We use pupil data:

- to support pupil learning
- to safeguard pupils

- 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

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 Academy Trust by law. We therefore are required to this 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 Academy Trust 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.

Special category personal information

Special category 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.

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 and WCF
- the Department for Education (DfE)
- Standards and Testing Authority (STA)
- OFSTED
- SEND service providers
- Social welfare organisations such as Worcestershire Children's Services/ Early Intervention Family Support
- NHS
- School Nurse
- Education Welfare Officer
- Teaching and Learning (Class dojo, Purple Mash, Dyslexia Gold)
- Extra Curriculum Enrichment Club providers (AU Sports, Rock Steady, Relax kids, Lenches tennis club)
- School administration applications (SIMS, Evolve Visits Portal, Cool Milk, Residential facilities e.g Malvern Outdoor Elements)
- Teachers2Parents text service
- Miquill

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 is 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:

- 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 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 October 2025

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
Pupil Name	Education Regulations 2006	-	DFE, STA, LA, child's new school, SIMS, Children's Services, NHS, SEND services, EWO	To comply with the law
Pupil date of Birth	Education Regulations 2006	-	DFE, STA, LA, child's new school, Children's Services SIMS, NHS, SEND services, EWO	To comply with the law
Pupil Gender	Education Regulations 2006	-	DFE, STA, LA, child's new school, Children's Services, SIMS, SEND services, EWO	To comply with the law
Pupil addresses	Education Regulations 2006	-	DFE, STA, LA, child's new school, Children's Services, EWO	To comply with the law
Mother/ Father Priority Contact Name, telephone and email addresses	Education Regulations 2006	-	Children's Services, Child's new school	To comply with the law
Family Links (Siblings)	Children's Act 2004	-	Children's Services, Child's new school	To comply with the law
Special Educational Needs and Disability Records	Education Regulations 2013	-	DFE, STA, LA, child's new school, Children's Services	To comply with the law
Pupil Dietary Needs		Necessary for preventative or occupational medicine	Child's new school, children's services	To comply with the law
Free School Meal eligibility	Education Regulations 2013	-	DFE, STA, LA, child's new school, Children's Services	To comply with the law
Unique Pupil Number	Education Regulations	-	DFE, STA, LA, child's new	To comply with the law

	2013		school, Children's Services	
Pupil Year Group	Education Regulations 2013	-	DFE, LA, child's new school, Children's Services EWO	To comply with the law
Admission date	Education Regulations 2006	-	LA	To comply with the law
Pupil First Language	Education Regulations 2013	-	DFE, LA, Children's Services	To comply with the law
Previous School Settings Records	Education Regulations 2006	-	DFE, LA, Child's new school	To comply with the law
Attendance	Education Regulations 2006	-	DFE, LA, Child's new school, EWO	To comply with the law
Pupil Ethnicity	Education Regulations 2013	Racial or ethnic origin Data subject has given explicit consent	DFE, LA	To comply with the law
Country of Birth	Education Regulations 2013	-	DFE, LA, child's new school	To comply with the law
Exclusions	Education Regulations 2002	-	LA, child's new school	To comply with the law
Safeguarding Information and Records	Children's Act 2004	-	DFE, child's new school, children's services	To comply with the law
Pupil Curriculum Assessment Information	Education Regulations 2006	-	DFE, STA, LA, child's new school	To comply with the law
Child Looked After Status	Education Regulations 2013		DFE, LA, Children's services, child's new school	To comply with the law
Service Children Status	Education Regulations 2013	-	DFE, LA, child's new school	To comply with the law
Court Order	Children's Act 2004	-	Children's services, child's new school	To comply with the law

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 information	Lawful reason for sharing
Pupil Medical Information	Health 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'	Teachers, supply teachers, emergency services, NHS services, SEND services	Necessary or preventative or occupational medicine Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'
Pupil Dietary Needs	Health 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'	Edu caterers, supply teachers, emergency services, NHS, Miquill catering company, residential services,	Necessary or preventative or occupational medicine Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'

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 information	Lawful reason for sharing
Photographs and videos	-	School website, local newspapers Evesham Journal, Worcester news, Arch Messenger,	Consent has been sought and given
Use of internet	-		Consent has been sought and given
	Religious or	EIFS, Children's	Consent has been

Religion	philosophical beliefs	Services	sought and given
Early Help Records	-	EIFS, Children's services, child's new school	Consent has been sought and given

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 additional reason	category-lawful	Third parties with whom we share information	Lawful reason for sharing
Pupil Name	-		Miquill, Rock Steady, AU Sports, Cool Milk, External after school club providers, PTA, visitors working in classroom under supervision of school staff, Dyslexia Gold, Purple Mash, class dojo, Tapestry, Spelling Shed, Boundless outdoors, Discovery education	Necessary to do so to perform a public task
Pupil Date of Birth	-		Cool Milk, Nessy, Tapestry	Necessary to do so to perform a public task
Pupil Gender	-		Tapestry	Necessary to do so to perform a public task
Mother/ Father Priority Contact Name, telephone numbers and email addresses	-		PTA, External after school clubs if necessary, Tapestry	Necessary to do so to perform a public task
Family links	-		PTA	Necessary to do so to perform a public task
Emergency Contact, telephone numbers and email addresses	-		-	Necessary to do so to perform a public task
Pupil Year Group	-		Miquill, Cool Milk, Rock Steady, Relax kids, AU Sports, External after club providers, PTA	Necessary to do so to perform a public task
Class (and previous classes)	-		Miquill, Cool Milk, AU Sports, External club providers, PTA	Necessary to do so to perform a public task
Teacher (and previous teachers)	-		Miquill, External sports clubs, AU Sports, Class dojo, PTA	Necessary to do so to perform a public task

SEND	-	AU Sports, External after school club providers, supply teachers	Necessary to do so to perform a public task
Free School Meals/Pupil Premium	-	Miquill, Cool Milk, supply teachers, Rock steady	Necessary to do so to perform a public task
Unique pupil number	-		Necessary to do so to perform a public task
Attendance	-	Supply teachers, external after school club providers	
Dietary Needs	Health Information	Miquill, AU Sports, external after school clubs PTA, residential visit centres, supply teachers	Necessary for preventative or occupational medicine Necessary to perform a public task
Medical needs	Health information	AU Sports, external after school clubs, supply teachers, residential visit centres, PTA	Necessary for preventative or occupational medicine Necessary to perform a public task
Medical Practice	-	-	Necessary to perform a public task
Pupil first language	-	Supply teachers, AU Sports, External after school club providers	Necessary to perform a public task
School Meal Choice	-	Miquill	Necessary to perform a public task
Modes of travel to school	-	-	Necessary to perform a public task
Pupil Curriculum Assessment information	-	Supply teachers	Necessary to perform a public task
Child looked after status	-	Supply teachers on long term supply	Necessary to perform a public task

A Guide to Codes

DFE=Department for Education

LA= Local authority

STA= Standards and Testing Agency

EIFS= Early intervention Family Support

EWO=Education Welfare Officer

SIMS=School Information Management System

Purple Mash= ICT programme

Tapestry=EYFS profile staff/parents

