



# Fairisle Infant and Nursery School

## Privacy Notice (How we use pupil information)

### Why do we collect and use pupil information?

We collect and use pupil and parent / carer information under the Data Protection Act May 2018

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest

We collect and use pupil information, for the following purposes:

- 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 the statutory duties placed upon us for DfE data collections

We collect and use parent / carer information, for the following purposes:

- a) to keep children safe (such as ensuring we have contact details for all children for emergency and attendance purposes and have appropriate consent forms)
- b) to process pupil premium management
- c) to allow parents / carers to make payments for payable activities

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details, address and copy birth certificates)
- 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 and involvement of other professionals)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements and details of medical appointments)
- attendance (such as sessions attended, number of absences, absence reasons, any previous schools attended and reports to the LA of any reduced timetabling)
- assessment and attainment (such as early years foundation stage, key stage 1 and phonics results which are reported as directed and passed on to future schools to aid transition and passed on to this school from previous schools / nurseries and internal assessment data)

- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs (such as school photographs held on the school management information system, photographs for internal safeguarding and medical purposes, photographs for children's exercise books, evidence of work / learning and class activities, internal displays, and promotional materials and CCTV)
- trips and visits (such as contact and medical details for attendees and details of pupils receiving financial support from external grant providers)
- catering and free school meal management (such as authentication of families in receipt of pupil premium)

## The categories of parent / carer information that we process include:

- personal identifiers and contacts (such as name, address, telephone number and email, NI number and date of birth for pupil premium eligibility checks, bank details for online payments via and emergency contact details for attendance on school trips)
- photographs (CCTV images)
- administration (such as payment details and childcare vouchers)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- To create and maintain an admission register under the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.
- Support teaching and learning. In order to facilitate this, we may share information with software suppliers (listed at the end of this document) to set up the systems needed for pupils and parent/carers to access.
- Monitor and report on academic progress
- Assess how well we, as an education provider, are doing
- To provide appropriate pastoral care (Keeping Children Safe in Education 2018).
- To co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. Working Together to Safeguard Children (2018)
- To share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17 Working Together to Safeguard Children (2018)
- To create a Common Transfer File when a child ceases to be registered at a school. In accordance with the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument and subsequent amendments in The Education (Pupil Information) (England) (Amendment) 2008. If a Common Transfer File cannot be sent to a new school when a pupil leaves, one must be sent to the DfE Lost Pupil Database.
- To provide information via statutory census or data collection returns to the DfE and in turn this will be available for the use of Southampton City Council to carry out its official functions, or a task in the public interest. Further information can be found online at:  
<https://www.gov.uk/government/publications/school-census-2016-to-2017-guide-for-schools-and-las>
- To send pupil information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under data protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.
- To share data with professionals commissioned by the school or working with a pupil such as the School Nurse or health services
- To comply with the statutory requirements of the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, notifying Southampton City Council if a child leaves the school and providing forwarding details. A failure to provide this information will result in pupils being recorded as a "Child Missing in Education", in accordance with the government definition.

- To provide attendance information to Southampton City Council so that its duties under the Anti-Social Behaviour Act 2003, Section 444 of the Education Act 1996 and Section 36 of the Children Act 1989 (Education Supervision Orders) can be met.
- To provide exclusion information to Southampton City Council so that its duty Under Section 19 of the Education Act 1996 can be met.
- To meet our duty to provide information about any exclusions within the last 12 months to the Secretary of State and (in the case of maintained schools and PRUs) the local authority, in accordance with The Education (Information About Individual Pupils) (England) Regulations 2006.
- Notify Southampton City Council on a termly basis of all pupils on a reduced timetable so that the LA can comply with statutory Ofsted requests for data at the time of inspection
- When your child applies for further education or training, the school / LA may forward information to colleges or providers in order to aid your child's transition into further education or training

## Collecting pupil information

A great deal of the information we collect is included in the Pupil Registration Form, completed on your child's admission to the school which, when signed, gives us your permission to process the data. We may also collect data by means of a Common Transfer File (CTF) should your child move here from a previous educational establishment. In addition, we collect information on national curriculum assessment results, attendance, academic progress, eligibility for pupil premium, email addresses, medical issues, consents, safeguarding and special educational needs and disabilities.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

The Local Authority will hold pupil data in accordance with its Retention Schedule:

[https://www.southampton.gov.uk/images/rrrs-version-9.004\\_tcm63-389236.pdf](https://www.southampton.gov.uk/images/rrrs-version-9.004_tcm63-389236.pdf)

The school will hold pupil data in accordance with Local Authority Guidelines.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- other local authorities
- the NHS

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data

collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

## How Government uses your data

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or 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)

## 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 (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the

Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

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, please contact Jane May, School Businesss Manager, Fairisle Infant and Nursery School, Fairisle Road, Lordshill Southampton, SO15 5FZ.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 15 May 2020.

The latest version of this privacy notice and our Data Protection Policy can be found on our website on: <http://www.fairisle-inf.co.uk/page/?title=Data+Protection&pid=51>

## Contact

If you would like to discuss anything in this privacy notice, please contact Jane May, School Business Manager, Fairisle Infant and Nursery School, Fairisle Road, Lordshill Southampton, SO15 5FZ.

If you require more information about how the Local Authority and/or Department for Education store and use your information then please go to the following websites:

[www.youngsouthampton.org/privacynotice.aspx](http://www.youngsouthampton.org/privacynotice.aspx)

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

School postal address	Fairisle Infant and Nursery School, Fairisle Road, Southampton, SO15 5FZ
School email address	info@fairisle-inf.co.uk
School telephone number	023 8073 1199
Software Suppliers	Staff, Pupils and Contact Database: Capita SIMS  Assessment: Classroom Monitor  Education and email: G Suite  Payments for Clubs, Nursery, Trips, Uniform and Breakfast Club: Tucasi  Secure File Transfer: DfE, S2S, AVCO, Anycomms, op.encompass  Learning Resources: Espresso, 2Simple (Purple Mash)  Contact with Parents: Contact Group, Truancy Call, Parent Call, Ourschools App  Website: e4education  IT Support: Techs4Education  DfE Software  Free School Meals Vouchers (temporary) : Edenred