General Data Protection Regulation Privacy Notice

for

Pupils and their Families

We, Downsview Primary & Nursery School, are a Data Controller for the purposes of the UK General Data Protection Regulation (GDPR). We collect and use personal data relating to pupils and their families and may also receive information regarding them from their previous school, Local Authority or Department for Education. Judicium Consulting Limited is our Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the UK GDPR. The Data Protection Officer can be contacted at dataservices@judicium.com.

Why we collect and use this information:

- Support your child's learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess the quality of our services
- To comply with the law regarding data sharing.

The Categories of Pupil Information that we collect, hold and share include:

- Personal information, such as contact details, including name, address, telephone number
- Unique pupil number
- National curriculum assessment results
- Attendance information, such as sessions attended, number of absences and absence reasons
- Personal characteristics, such as ethnicity, language, nationality, country of birth
- Other categories of information include: free school meal eligibility, any special educational needs that your child may have, relevant medical information and exclusions/behavioural information

The lawful basis on which we use this information:

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulations (GDPR), including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting Pupil Data

Whilst the majority of pupil data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK 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. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons why the data is collected and how the data is used.

Storing Pupil Data

Personal data relating to pupils at Downsview Primary & Nursery School and their families is stored in line with the school's Data Protection Policy. In accordance with the UK 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, and in line with the school's Data Retention Policy.

Who we share pupil/family information with

We routinely share pupil/family information with:

- Croydon Local Authority
- Department for Education (DfE)
- Public Health England
- School Nurse Team
- External companies who provide services:
  - Across Cultures Ltd (Learning Village)
  - Applicaa (online admissions forms)
  - Adept (secure broadband)
  - Audacity App (digital editor and recording application)
  - Canva.com (Canva (graphic design and publishing tool)
  - ClassDojo (rewards recording and parent communication tool)
  - Collins (Big Cat E-book reading resources)
  - Cool Milk at School Limited (school milk provider)
  - CPOMs (Meritec Ltd) (safeguarding and child protection software)
  - CRB Cunninghams (cashless catering till)
  - Croydon Education Partnership (Educational Support Services)
  - Downsview PTA
  - Education Shed (Spelling Shed)
  - eduFOCUS Limited (Residential educational visits software)
  - Google Drive (cloud storage drive for pupils' school work)
  - Grammarsaurus (cross-subject curriculum framework)
  - Hodder Education SNAP – SpLD (diagnostic tool for learning)
  - InVentry Limited (pupil and visitor registration)
  - Juniper Education (Sonar Tracker school assessment tool)
  - Juniper Websites (school website)
  - Literacy Gold (reading and spelling intervention programme)
  - London Grid for Learning (free school meal checker)
  - Magic Booking (online bookings and payments and parents evening)
  - Maths Circle Times Table Rockstars (multiplication and division online learning)
  - Meta (Facebook and Instagram)
  - Pabulum Ltd (school caterer)
  - ParentPay Group (management information system provider - Sims7 and Sims Next Gen)
  - PGL (residential trips)
  - Progent Limited (CCTV)
  - Reach2Teach AFIT (learning needs tool)
  - Schools that the pupils attend after leaving us
  - Speech Link Multimedia (speech, language and communication tool)
  - STAT Solutions Ltd (attendance reporting to Croydon Council)
  - Studybugs (MIS integration software – attendance)

- Teachers2parents (messaging platform)
- Testbase (pupil assessments)
- Wonde (Management Information Integration software)
- You Tube (school video channel)
- Zoom Video Communications

Why we share pupil information

We do 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 policy and monitoring.

We are required to share information about our pupils with the 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 (PD)

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.

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 that 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

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 school on 0208 764 4611 or email sec1@downsview.croydon.sch.uk.

What are your rights?

You 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
- to withdraw your consent at any time, where the processing of data is based on your consent; 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commission's Office on 03031231113, Monday to Friday 9am-5pm or at https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this Privacy Notice, please contact the school on 0208 764 4611 or email sec1@downsview.croydon.sch.uk.