



## Privacy Notice

### Who processes your information?

Ryhope Infant School Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Ryhope Infant School Academy upholds are imposed on the processor.

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

Ryhope Infant School Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Data Protection Act 1998 (DPA)
- EU General Data Protection Regulation (GDPR) - Article 6 and Article 9
- Education Act 1996 and 2006
- Children Act 1989 and 2004
- The Education (Information About Individual Pupils) (England) Regulations 2013 - Regulation 5
- The Education and Inspections Act 2006

Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR). Some of the information we need to hold is classed as special category information – primarily ethnicity, gender and any health conditions. Our legal basis for processing this data is provided by Article 9(2)(b) of GDPR.

In accordance with the above, the personal data of pupils and their families are collected and used for the following reasons:

- To support pupil teaching and learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

### What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant health, medical and dietary information
- Special educational needs information
- Disciplinary and Behavioural information – e.g. exclusions

- Safeguarding Information i.e. Early Help and Social Care Support
- Parental Responsibility and Emergency Contacts e.g. Personal details of Parents / Carers / Relatives
- Images for use in school displays, on our school website, social media and literature

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis - for example the use of permission slips for days out, and photographs or digital media to record such events. When collecting data and in order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Ryhope Infant School Academy and their families is stored securely until a pupil changes school. The records will then be transferred to the new school, where they will be retained until you reach the age of 25, after which they are safely and securely destroyed.

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and when in transit.

### **Will my information be shared?**

Ryhope Infant School Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority (Sunderland)
- Together for Children
- The NHS and Healthcare Professionals
- The DfE
- Social and Welfare Organisations
- Law Enforcement Organisations and Courts

### **Why is my information shared?**

We do not share information about our pupils with anyone without consent unless the law and our policies require or allow us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

The school is required to share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **What are the 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 is the National Pupil Database (NPD)?**

The National Pupil Database (NPD) is managed by the DfE 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.

Ryhope Infant School Academy is 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP 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>

## **What are your rights?**

Under data protection legislation, parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Ryhope Infant School Academy uses your personal data.
- Request access to the personal data that Ryhope Infant School Academy holds.
- 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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have any concerns about the way Ryhope Infant School Academy and/or the DfE is 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 Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

## **Who can I contact to discuss this Privacy Notice?**

If you would like to discuss anything within this privacy notice, please contact the school in the first instance:

Mrs E Swansbury, School Business Manager – Tel: 0191 9171910

Email: [info@ryhopeinfantschoolacademy.org.uk](mailto:info@ryhopeinfantschoolacademy.org.uk)

The school's Data Protection Officer can be contacted via the following methods:

**Write to:** Data Protection Officer, Governance Services, Civic Centre, PO Box 100, Sunderland SR2 7DN.

**Tel No:** 0191 520 5555

**Email:** [Data.Protection@sunderland.gov.uk](mailto:Data.Protection@sunderland.gov.uk)





## Privacy Notice

**Child's Name:**

**Parent(s) / Guardian(s) Name:**

### Declaration

I declare that I understand:

- Ryhope Infant School Academy has a legal and legitimate interest to collect and process my personal and my child's personal data in order to meet statutory requirements.
- How my data and my child's data is used.
- Ryhope Infant School Academy may share data with the DfE, and subsequently the Local Authority and Together for Children.
- Ryhope Infant School Academy will not share data with any other third parties without my consent, unless the law requires the school to do so.
- Ryhope Infant School Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data / my child's data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data or my child's personal data.
- Where I can find out more information about the processing data.

**Signed (Parent / Guardian):**

**Date:**

**Signed (Parent / Guardian):**

**Date:**