



SHIRLEY WARREN PRIMARY AND NURSERY SCHOOL
Warren Crescent, Shirley Warren, Southampton, SO16 6AY
Telephone: (023) 80773975
Email: head@shirleywarren.co.uk
Headteacher: Mrs Alison Mann

Privacy Notice (How we use pupil information)

Shirley Warren Primary and Nursery School is the Data Controller for the use of personal data in this privacy notice. This notice is to explain how information about pupils is used in education settings such as schools, alternative provision, pupil referral units and early years providers.

Why do we collect and use pupil information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing
- to keep children safe (food allergies or emergency contact details)
- to meet statutory duties placed upon us by the Department of Education
- pupil welfare

The categories of pupil information that we process including, but is not restricted to:

- Personal information (such as name, unique pupil number and 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)
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Safeguarding information (such as Court Orders and professional involvement)
- Special Education Needs (including the needs and ranking)
- Behaviour information (such as exclusions and any relevant alternative provision put in place)
- Catering choices and financial administration information
- Trips and activities management
- Photographs
- CCTV images captured in school



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We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department of Education.

Legal and lawful basis for processing information

We only collect and use pupils' personal data when the law allows us to under the GDPR – Articles 6 and 9. Most commonly, we process if where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protection the individuals vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

We collect pupil information via registration forms, directly from parents and carers, transfers of information from other schools via the Local Authority and from the DfE.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide us in mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of the collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data for / in accordance with our retention schedule. For more information on this please visit the school office.



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Who do we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- Professional bodies – necessary for the performance of a contract
- Police forces, Courts, Tribunals – necessary for compliance with a legal obligation
- Health authorities – necessary for compliance, such as safeguarding. In other cases the health professional seeks consent through the school.
- Our regulator e.g. Ofsted
- Charities and voluntary organisations – necessary for the performance of a task carried out in the public interest and in the exercise of authority

Why we share pupil information

We do not share personal information 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 attainment policy and monitoring.

We are required to share information about our pupils with our 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>.

Requesting access to your personal data

Under GDPR, 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 Claire Hughes, School Business Manager and Data Protection Officer.



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You also have the right, subject to some limitations 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/>

Other rights

Under the data protection law, individuals have certain rights regarding how their personal data is used and kept safe including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Claire Hughes, School Business Manager and Data Protection Officer