



BROOKLAND INFANT AND NURSERY SCHOOL

GDPR privacy notice for pupils and their families

Who processes your information?

Brookland Infant and Nursery School 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. **Brenda McCafferty**, headteacher acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 020 8346 6824 or office@brooklandinf.barnetmail.net

In some cases, your data will be outsourced to a third-party processor, in order to carry our day-to-day essential functions; for example, we use Arbor for our school data base and Arbor therefore processes Brookland data. In other cases the law requires the school to share your data. Where the school outsources data to a third-party processor, e.g. DfE or LA, the same data protection standards that Brookland Infant and Nursery School upholds are imposed on the processor.

Judicium are the data protection officers. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 03455487000, email enquiries@judicium.com

Why do we collect and use your information?

Brookland Infant and Nursery School 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, LA and/or the 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:

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

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

- To support pupil 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

Which data is collected?

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

- Personal information – e.g. names, unique pupil numbers and addresses
- Characteristics – e.g. ethnicity, language and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum teacher assessment judgements and test results
- Relevant medical information including allergies
- Information relating to SEND
- Behavioural information – any pupil exclusions
- Photographs and videos

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school 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?

In accordance with the 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. Details of retention periods for pupil data are outlined in the Data Retention Policy.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Names, DOB, UPN for assessment registration
- Name, DOB, UPN, address, ethnicity, religion, language, FSM entitlement, proficiency in English, Pupil premium entitlement, gender, service child information, SEND information, attendance data and exclusion information for the school census.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Brookland Infant and Nursery School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. 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.

The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- IT companies supporting the day to day functions of the school

The information that we share with these parties includes the following:

- Name, DOB, UPN number, address, ethnicity, religion, language, FSM entitlement, proficiency in English, Pupil premium entitlement, gender, service child information, child protection records, SEND information, attendance data and exclusion information. Assessments data, school meals information and end of year reports are shared with relevant IT platforms which comply with GDPR

For reasons of efficiency and communication, the school will share personal information with your consent with:

- Arbor service – this will be your mobile number and e-mail address
- Arbor Money payments
- Parents Evening - this will be your mobile number and e-mail address

For Education purposes, Brookland Infant and Nursery School will share data with:

- My Maths
- Spelling Shed

Brookland Infant and Nursery School will not share your personal information with any other third parties without your consent, unless the law allows us to do so.

What are your rights?

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 Brookland Infant and Nursery School uses your personal data.
- Request access to the personal data that Brookland Infant and Nursery School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

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 a concern about the way Brookland Infant and Nursery School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website to download our GDPR Data Protection Policy.

<https://www.brooklandinfant.co.uk/policies/>



Data Protection Privacy Notice Declaration for Parents and Families

I declare that I understand:

- Brookland Infant and Nursery School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- Brookland Infant and Nursery School only uses IT providers compliant with GDPR to support its day-to-day functions and will share pupil data securely with them.
- Brookland Infant and Nursery School may share my data with the DfE, and subsequently the LA.
- Brookland Infant and Nursery School will not share pupil data to any other third parties without my consent, unless the law or the core functions of the school requires the school to do so.
- Brookland Infant and Nursery School 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 is retained in line with the school's GDPR Data Protection Policy.

**Parent
Name:** _____

**Child's
name:** _____

**Parent
Signature:** _____

Date: _____