



**Shere CE (A) Infant & Nursery School**  
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Headteacher: Mrs V Voller

## **Privacy Notice (How we use pupil information)**

At Shere C of E Infant and Nursery School we collect and hold personal information relating to our pupils and their parents/carers/guardians. Our school aims to ensure that all data collected about pupils is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR).

This policy applies to all data, regardless of whether it is in paper or electronic format.

### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, date of birth, 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)
- Relevant medical information (helping us to keep the children safe and protect them whilst in our care)
- Pupil progress assessment information
- Special Educational needs information
- Exclusions/behavioural information
- Information to support measures to protect the health, well-being and human rights of pupils (safeguarding)
- Photographs

Additionally, for parents/carers/guardians, we collect personal information (name, address, email address and phone numbers) to allow us to communicate with you about your child.

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care, safeguarding and medical support
- to assess how our school is performing
- to inform parents/carers of school information, news and upcoming events
- to maintain financial accounts and records
- to admit pupils into our school and nursery
- to monitor behaviour and attendance

## **The lawful basis on which we use this information**

We will only process personal data where we have a lawful basis for doing so under Article 6 of the General Data Protection Regulation (GDPR) such as

- We have a legal obligation to do so
- We need it to perform an official task in the public interest
- We have gained parental/carer/guardian consent

When processing special category data under Article 9 of the GDPR (such as racial or ethnic origin), additionally we will ensure that

- Explicit consent has been given or
- The processing is necessary to protect the vital interests of the pupil

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

## **Collecting pupil information**

Most of the pupil information we collect from you is a mandatory requirement but some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

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.

## **Storing pupil data**

We hold pupil data for the recommended period of time set out in the Information Management Toolkit for Schools document published by Information and Record Management Society (IRMS). The retention periods vary for different types of data so please follow the link below to view the full document.

<http://irms.org.uk/page/SchoolsToolkit>

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Surrey County Council
- Department for Education (DfE)
- Public Health England
- Ofsted
- Standards and Testing Agency
- Cool Milk

We use the following software to process personal data:

- Capita SIMS (Pupil Database Management)
- Parentmail (Parent/Carer Communication)
- Pupil Asset (Progress tracking)
- Tapestry (Early Years Observations)
- Google Mail & Drive (school email, calendar, nursery & breakfast club admissions)

### **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 attainment policies 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>.

### **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.

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 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 our Data Protection Officer at [DPO@shere.surrey.sch.uk](mailto:DPO@shere.surrey.sch.uk)

You also 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; 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 Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at [DPO@shere.surrey.sch.uk](mailto:DPO@shere.surrey.sch.uk)