

**Who processes your information?**

Sprowston Infant 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. The Data Manager acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01603 429001 or [office@sprowstoninfant.norfolk.sch.uk](mailto:office@sprowstoninfant.norfolk.sch.uk)

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 Sprowston Infant School upholds are imposed on the processor.

James Wright is the data protection officer. 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 01603 429001 or [office@sprowstoninfant.norfolk.sch.uk](mailto:office@sprowstoninfant.norfolk.sch.uk)

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

Sprowston Infant 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
  - Regulation 5 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
  - To safeguard pupils

To assist with the government's 'track and trace' scheme for covid-19.

**Which 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 medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

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?**

Personal data relating to pupils at Sprowston Infant School and their families is stored in line with the school's GDPR Data Protection Policy.

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.

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

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Sprowston Infant 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 NPD 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 NPD is maintained.

Sprowston infant School 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 (LA)
- The NHS
- The DfE

### **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 Sprowston Infant School uses your personal data.
- Request access to the personal data that Sprowston Infant 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 Sprowston Infant 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 or download our GDPR Data Protection Policy.

**Please return this part to the School Office**

### **Declaration**

I, \_\_\_\_\_, (parents name) declare that I understand:

- Sprowston Infant School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Sprowston Infant School may share my data with the NHS, my child's next school, the DfE, and subsequently the LA.
- Sprowston Infant School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Sprowston Infant 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.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

**Child's Name (if completed on behalf of a student):** \_\_\_\_\_,

**Thank You**