

PRIVACY NOTICE FOR PUPILS & PARENTS / CARERS AT CHESTNUT LANE SCHOOL



We collect and use personal information about pupils and parents / carers so that we can operate effectively as a school.

This privacy notice explains how we collect, store and use (i.e. process) pupils' information, as well as what rights pupils and parents/carers have in relation to our processing of their information.

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Nicola Cook, at nicola@schoolsdp0.com. Tel: 01296 658502

Our contact details:

Chestnut Lane School, 105 Chestnut Lane, Amersham HP6 6EF

Telephone: 01494 727415

Email: office@chestnutlane.bucks.sch.uk.

1. The categories of pupil / parent information held by us

- **personal identifiers and contacts** (such as name, unique pupil number, contact details, address, identification documents, photographic images and recordings);
- **characteristics** (such as ethnicity, language, pupil premium and free school meal eligibility);
- **attendance information** (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- **assessment and attainment** (such as phonics results);
- **medical and administration** (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- **special educational needs** (including the needs and ranking);
- **behavioural information** (such as exclusions and any relevant alternative provision put in place);
- **safeguarding information** (such as court orders and professional involvement);
- **additional educational activity information** (such as involvement in school trips).

2. Why we collect and use pupil information (and our GDPR lawful basis)

The information we collect and use is essential for us to operate effectively as a school and meet our legal obligation.

We collect and use the information to:

- a. support pupil learning, onsite and remotely - public task
- b. monitor, report and demonstrate pupil progress - legal obligation, public task
- c. provide appropriate pastoral care - public task
- d. assess the quality of our services - legitimate interests
- e. comply with the law regarding data sharing - legal obligation
- f. protect the welfare of pupils and others in the school - public task
- g. run the school safely and effectively - public task
- h. promote the school - legitimate interests
- i. communicate with parents / carers - public task, legitimate interests.

3. Collecting pupil information

We collect information about pupils and parents / carers before they join the school and update it as necessary. Most of the personal information we process is provided to us directly by parents when their child joins us. The majority of information provided by parents is mandatory, but some may be provided on a voluntary basis. Whenever we collect pupil information from parents, we will make it

clear whether providing it is mandatory or optional.

We may also receive information via secure transfer from another school or setting, the local authority, or from external professionals supporting a pupil (e.g. educational psychologists, speech therapy etc).

4. How we store your information

A significant amount of personal data is stored electronically, for example, on our MIS (management information system) database and curriculum network. Some information may also be stored in hard copy format in lockable filing cabinets.

We hold pupil and parent / carers' data in line with our retention schedule which is available from the school office.

5. Who we share pupil information with

We routinely share this information with:

- schools that pupils attend after leaving us
- our local authority, Buckinghamshire Council
- the Department for Education (DfE) e.g. statutory data collections, school funding, attendance
- companies providing services to the school, e.g. catering, photography, communication services, safeguarding
- school governors / trustees / parent body
- companies processing data for the DfE or Buckinghamshire Council

From time to time, we may also share pupil information with other third parties including the following:

- NHS health professionals including the school nursing team
- Educational psychologists
- Education Welfare Officers
- Police and law enforcement agencies
- Courts, if ordered to do so
- Prevent teams in accordance with the Prevent Duty on schools.

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so.

When we share pupil information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep pupil personal information secure and to treat it in accordance with data protection law.

6. The lawful basis on which we use this information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR, the lawful bases we rely on for processing pupil information are:

1. We need to comply with a **legal obligation**, e.g. DfE data returns
2. We need to meet our **public task** of running our school and keeping everyone safe
3. We have a **legitimate interest**
4. We have obtained **consent** to use personal information in a certain way
5. We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR are listed in section 2.

Some pupil information requires extra protection as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information, biometric data and criminal convictions.

Under Article 9 of the GDPR, if we are processing special category data, we will also rely on one of the following lawful conditions:

- a. we have explicit consent;
- b. to meet our obligations as a controller or those of data subjects, in connection with employment, social security and social protection;
- c. to meet our public interest task of keeping pupils safe and ensuring equality of opportunity/treatment;
- d. to establish, exercise or defend legal claims;
- e. to protect someone's life (vital interests) in an emergency.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 8 and 18. These relate to the processing of special category data for safeguarding and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing. It can be requested from the school office.

7. The lawful basis of consent

Whenever we rely on consent as our lawful basis, it must be freely given, informed and clear. It can also be withdrawn at any time by contacting the school lead (details on the first page).

8. Pupils' Data Protection Rights

Under the GDPR pupils have the right to request access to the information about them that we process (a subject access request).

Where a child does not have the maturity to understand their own data rights, a parent can make a subject access request on their behalf. It is generally considered that around the age of 12 a child is mature enough to understand and request access to their information.

Therefore, in our school, parents are able to make an access request on behalf of their child.

To make a request for your child's information, please contact the school lead (details on first page).

You also have the right to:

- have your personal data corrected, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict the processing of your information
- object to decisions being taken by automated means
- object to processing for the purpose of direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.

For more information on how we handle subject access requests, please see our Data Protection Policy, which can be requested from the school office.

9. Parents' right to access their child's educational record

In our school, as a maintained school, parents have a separate right to access their child's educational record under the Education (Pupil Information, England) Regulations 2005.

The request must be made in writing and the information will be provided within 15 school days of receipt of the request. This is an independent legal right of parents and sits outside of the GDPR.

10. How you can help us

As a school, we have limited staff resources outside of term time. It is really helpful if parents can submit any requests for access to their child's information during term time and not too close to the end of term. This will support us in responding as quickly as possible to any requests, which we always want to do.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

11. Any concerns

We take any concerns about our collection and use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office: [\(ICO\)](#) Call: 0303 123 1113

Reviewed: February 2025
Next Review: February 2027

Appendix – Department for Education

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (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 (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within

the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>