



Our Aim is as simple as **ABC**
Achieving, Belonging, Caring

Privacy Notice for Parents and Pupils – How we use your information

Who are we?

Cubbington C of E Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Cubbington C of E Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z6281335

You can contact the school Data Controller in writing at: head3144@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home 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.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Parents banking details including payments made, debts incurred.
- Accident / incident reports involving the child
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Visitor Details

Why do we use personal information?

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to share information with public health agencies

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

In certain circumstances, an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Warwickshire Local Authority
- The Department for Education (DfE)
- Fisher Family Trust (data analysis tool)
- SIMS – our Management Information System
- Seesaw
- School Website Host - Longkat
- Parent Pay
- Cool Milk
- Educaterers
- School Photographer
- Warwickshire Music Service and Independent Music Solutions
- School Health (NHS, Compass)
- Police

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

Covid-19 – Data Collection Requirements:

It may be necessary for us to share limited information with the Department of Public Health if an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak.

Testing in schools

To enable lateral flow testing in schools, we need to process personal data of pupils taking part. For information on the data processed in relation to testing in schools, please refer to the privacy information provided by the DfE and published on our website

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>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

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

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify that your request relates to Cubbington C of E Primary School****

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, 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/>

Review

The content of this Privacy Notice will be reviewed in June 2021

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Full name	Education (Pupil Registration) (England) Regulations 2006, Regulation 4 Education (Pupil Information) England Regulations 2005	n/a	Local Authority Department of Education Future School <i>(Also see table 3 and 4)</i>	Education Act 1996, section 537A Education (Pupil Registration) (England) Regulations 2006 Education (Pupil Information) (England) Regulations 2005 Education (Information about Pupils) (England) Regulations 2013, regulation 13
Gender	Education Act 1995, section 537A	n/a	Local Authority Department of Education Future School <i>(Also see table 4)</i>	Education Act 1996, section 537A Education (Information About Individual Pupils) (England) Regulations 2013, regulation 3
Date of Birth	Education Act 1996, Section 537A	n/a	Local Authority Department of Education Future School <i>(Also see table 4)</i>	Education Act 1996, section 537A Education (Pupil Information) (England) Regulations 2005 Education (Information About Individual Pupils) (England) Regulations 2013
UPN	Education Act 1996, section 537A Education (Pupil Information) (England) Regulations 2005 Education (Information About Individual Pupils) (England) Regulations 2013	n/a	Local Authority, Department of Education Future School	Education Act 1996, section 537A Education (Pupil Information) (England) Regulations 2005 Education (Information About Individual Pupils) (England) Regulations 2013
Home address	Education Act 1996, section 537A	n/a	Local Authority Department of Education Future School <i>(Also see table 1)</i>	Education Act 1996, section 537A Education (Pupil Information) (England) Regulations 2005 Education (Information About Individual Pupils) (England) Regulations 2013
Ethnicity	Education Act 1996, section 537A	Explicit consent	Local Authority Department of Education Future School	Education Act 1996, section 537A
Medical Information	Children and Families Act 2014, section 100	Necessary for preventative or occupational medicine	Local Authority, Child’s GP, NHS Organisations <i>(Also see table 2 and 4)</i>	Public Task & consent given/necessary

SEND Information	Children and Families Act 2014, part 3 Education Act 1996, Part 4		Local Authority DFE (Also see table 3 & 4)	Children and Families Act 2014, part 3 Education Act 1996, Part 4
FSM Entitlement	Education Act 1996, section 512		Local Authority DFE	Education Act 1996, section 512 Education Act 1996, section 537A
Pupil Premium Information	The Free School Lunches and Milk, and School and early Years Finance (Amendments Relating to Universal Credit) (England) Regulations 2018, regulation 6 The School Information (England) Regulations 2008, Schedule 4 Paragraph 9		Local Authority DFE	The Free School Lunches and Milk, and School and early Years Finance (Amendments Relating to Universal Credit) (England) Regulations 2018, regulation 6 Education Act 1996, section 537A
Safeguarding Information	Education Act 2002, section 175		Local Authority, SIMS, Future School	Legal obligation
Exclusion Information	School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, regulation 5		Local Authority, future school	School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, regulation 5 Education (Pupil Information) (England) Regulations 2005
Attendance Information	The Education (Pupil Registration) (England) Regulations 2006, regulations 4 and 6		Local Authority, DFE, Future School	The Education (Pupil Registration) (England) Regulations 10 and schedule 2 para 3
Admissions Register	The Education (Pupil Registration) (England) Regulations 2006, regulations 4 and 5		Local Authority, DFE	The Education (Pupil Registration) (England) Regulations 10
Progress reports	Education (Pupil Information) (England) Regulations 2005, regulations 4 and 5 The Education (Independent School Standards) Regulations 2014, regulation 32(f)		SIMS Future School	Public Task
Accident Forms	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013		Local Authority	Legal obligation
Previous School	Education (Pupil Information) (England) Regulations 2005, Reschedule 2 para 4		Local Authority, DFE, SIMS, Future School	Public Task and legal obligation
Common Transfer File	Education (Pupil Information) (England) Regulations 2005, regulation 9		New School	Education (Pupil Information) (England) Regulations 2005

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Emergency Contact Details	n/a	Emergency Services <i>(Also see table 4)</i>	Vital Interest
Religion	Necessary to protect vital interests	SIMS, Local Authority, DFE, Future School <i>(Also see table 4)</i>	Vital Interest
SEND Information		NHS bodies, emergency services <i>(Also see table 1 and 4)</i>	Vital Interest
Doctors Details	n/a	Emergency Services <i>(Also see table 4)</i>	Vital interest
Medical Information	Necessary to protect vital interests	Emergency Services <i>(Also see table 1 and 4)</i>	Vital Interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Full Name		Tempest Photography, Cool Milk, Kids Marathon, Sharing Standards, Warwickshire Travel, Garden of Eden, PTA, Leamington Football, Advantage Sports <i>(Also see table 1 & 4)</i>	Consent
Parent email address		SIMS, Parent Pay, Parents Evening booking <i>(Also see table 4)</i>	Public Task
Photographs		Local Authority, DFE, SIMS, Photography company, Website, Local Newspapers, SeeSaw	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Full Name	-	SIMS, Abacus, Accelerated Reader, Itrack, Pixl, Parents evening booking, Evolve, Parent Pay, educaterers, County Music, NHS, Public Health and other public health agencies <i>(Also see table 1 and 3)</i>	Public Task
Gender		SIMS, Evolve, NHS, Public Health and other public health agencies	Public Task

		(Also see table 1)	
Date of Birth		SIMS, Itrack, Pixl, Accelerated Reader, Parents evening booking, Parent Pay, NHS, Public Health and other public health agencies (Also see table 1)	Public Task
Class/Year Group		SIMS, SeeSaw, Abacus, Itrack, Pixl, Accelerated Reader, Parents evening booking, Evolve, Parent Pay, Educaterers, County Music, Public Health and other public health agencies Class Dojo, Kids Marathon, Cool Milk, Leamington Football, Advantage Sports, PTA, Garden of Eden	Public Task Consent
Home address		1. SIMS 2. Agencies – Health and educational support, safeguarding (MASH, Social Services), Warwickshire Travel (also see table 1)	1. Public Task 2. Consent
Parent Name		1. Local Authority, Future School 2. SIMS, Parent Pay, Parent Evening System 3. Health & Educational Support, Safeguarding agencies	1. Education (Pupil Information) (England) Regulations 2005 and Education (Information about Pupils)(England) regulations 2013. 2. Public Task 3. Consent
Parent Address		1. Local Authority, DFE 2. SIMS 3. Health and Educational Support, safeguarding agencies	1. Education (Information about Pupils)(England) regulations 2013 2. Public Task 3. Consent
Parent Contact number		1. Local Authority, DFE 2. SIMS, Public Health and other public health agencies	1. Education (Information about Pupils) (England) Regulations 1013 2. Public Task
Parent Email address		SIMS, Parent Pay, Parents evening booking (Also see table 3 above)	Public Task
Emergency contact details		SIMS, Emergency Services (Also see table 2)	Public Task
Religion	1. Data subject has given consent - in circumstances where the pupil may inform the school of a pupil's requirements or absence for religious observances 2. Necessary to protect the vital interests of the data subject - only for emergency situations where the subject's	SIMS, Local authority, DFE, Future School (also see table 2 above)	Public Task

	religious beliefs may need to be disclosed		
Child's First Language		SIMS, Future School, Sharing Standards	Public Task
Medical Information	<p>Processing is necessary for the purposes of preventive or occupational medicine</p> <p>Processing is necessary for the purposes of preventive or occupational medicine</p> <p>Processing is necessary to protect the vital interests of the data subject.</p>	<p>Local Authority, Child's GP, NHS Organisations</p> <p><i>(Also see table 1 and 2)</i></p>	Public Task
SEND Information		SIMS, Future School, Itrack <i>(Also see table 1 and 2)</i>	Public Task
Doctors Details		Other medical interventional authorities <i>(Also see table 2)</i>	Public Task
Safeguarding Information		Local Authority, SIMS, Future School	Public Task
Behaviour Information		Local Authority, DFE, SIMS, Future School	Public Task
Assessment Results		DFE Future School, Pixl Media	Education Act 1996 s 537A Public Task Consent
Dinner Records		Parent Pay	Public Task
Trip Records		Parent Pay, Evolve	Public Task
Education, Health & Care Plans		n/a	n/a
Milk Records		Cool Milk	Public Task
Dietary Requirements		Educaterers	Public Task
Name		Public Health NHS Test and Trace	Public task
Date of Birth		Public Health NHS Test and Trace	Public task
Year Group		Public Health NHS Test and Trace	Public task
Parent contact number		Public Health NHS Test and Trace	Public task
Results of COVID-19 testing	Necessary for reasons of public health	Public Health NHS Test and Trace	Public task
For visitors:			
Name		NHS Test and Trace	Public task
Contact details		NHS Test and Trace	Public task