

GDPR Privacy Notice for Pupils and their Families

August 2020



Who processes your information?

North Lakes 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. Mrs A Nellis acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01768 899876 or admin@northlakes.cumbria.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 North Lakes School upholds are imposed on the processor.

Mr M Soulsby is the data protection lead. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection lead can be contacted on 01768 899876 or dpo@northlakes.cumbria.sch.uk

Why do we collect and use your information?

North Lakes 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
 - 6(1)(e) to perform a task carried out in the public interest *i.e. provide education.*
 - 6(1)(b) to enter into or carry out a contract *e.g. provide meals, trips, transport, uniform, professional photos, childcare.*
 - 6(1)(c) to comply with the law *e.g. recording attendance, publishing results, data sharing with child protection partners like social care, the NHS and the Local Authority etc.*
 - 6(1)(a) having your consent *e.g. using images and names publicly.*

When we process sensitive personal data like medical information we rely on the lawful bases:

- 9(2)(h) to prevent medical problems, assess needs, and to support health & social care services *e.g. Education Health & Care Plans (EHCP), records of medicine administration.*
- 9(2)(i) to improve public health *e.g. we are required to report infections, like meningitis, Covid-19 or e-Coli, to local and national government departments;*
- 9(2)(f) to defend a legal claim against us *e.g. some special educational needs and all accident records etc.*
- 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 what we do
- 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, 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*
- Photographs – *these will be used to aid our records management and attendance procedures. Images on our website will remain and become archived once a pupil has left.*

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 North Lakes 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. 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) is managed by the DfE and contains information about pupils in schools in England. North Lakes 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.

To find out more about the NPD, go to www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

North Lakes 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:

- Schools pupils go to after leaving us to support their continuing education.
- Child development and protection partners like Cumbria County Council Children's Services, Public Health, Inclusion & Social Care etc. to check attendance, monitor and protect children; the NHS for

medical referrals & support; private companies offering counselling and other family or support services.

- The DfE to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it.
- Medical services like the school nurse or the NHS for things like screening, vaccinations, health/ eye/ dental checks, EHCP provision etc. and Public Health England about certain contagious infections our pupils come into contact with.
- Public Health England and, to support Covid-19 testing and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public health and District Council Environmental Health Departments;
- Voluntary and charitable organisations (with your permission only), such as Barnardo's, our local Foodbank and similar organisations who can offer families practical help and support.

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

- Personal information, Characteristics, Attendance information, Assessment information, Relevant medical information, Information relating to SEND, Behavioural information, Photographs.

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 North Lakes School uses your personal data.
- Request access to the personal data that North Lakes 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 North Lakes School and/or the DfE is collecting or using your personal data, you can raise a concern with the 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 (www.northlakes.cumbria.sch.uk) or download our GDPR Data Protection Policy.