# Privacy Notice (How we use pupil & their family's information)

Elmwood Junior School holds the legal right to collect and use personal data relating to pupils and their families.

Under the law, the school is required to inform you how we process personal data relating to our pupils and their families.

Elmwood Junior School is the data controller of the personal information which you provide to us. This means that the school determines the purpose for which, and the manner in which, any personal data relating to pupils and their families will be processed.

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

- Personal information (such as name, unique pupil number, address and family contact details)
- Characteristics (such as gender, disability, ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as school reports, test results and observations)
- Behavioural information (such as information collected in accordance with the school's Behaviour Policy)
- Safeguarding information (such as records of disclosures, minutes of meetings and reports from outside agencies)
- Special Educational Needs information (such as records of assessments, minutes of meetings and reports from outside agencies)
- Medical information (such as details of medical conditions, allergies, medication and copies of medical appointments)
- Digital imagery (such as photographs and video of school trips and events)
- CCTV footage (please refer to the CCTV Policy on the school's website)

## 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
- to provide appropriate support to pupils with medical conditions or additional needs
- to ensure the safety of pupils and other members of the school community
- to assess the quality of our services
- to comply with the law regarding data sharing

## The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and in the public interest, as set out in the General Data Protection Regulations 2018 (UK GDPR) and UK law, including:

- Articles 6 and Article 9 of UK GDPR
- Education Act 1996

- Section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013

The submission of school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. This means that schools are not required to obtain parent or pupil consent to collect and process pupil data.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide the 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.

Where we are processing data based on your consent, you have a right to withdraw this consent at any time.

## Storing pupil data

Personal data relating to pupils and their families is stored in line with our GDPR Data Retention Policy (see the school's website). In accordance with UK GDPR, we will not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which is was originally collected.

## Who we share pupil information with

We will not share your personal information with any third parties without your consent, unless the law allows us to do so. For example safeguarding information can be shared with appropriate agencies without your consent, in order for us to fulfil our duty to protect pupils or to prevent a crime.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority, including admissions and departments concerned with safeguarding and social services
- the Department for Education (DfE)
- Ofsted
- the Police
- medical professionals, such as the school nursing team, children's' mental health services and educational psychologists
- agencies who provide professional support to pupils, such as speech & language therapy, play therapy, young carers support and counselling services
- providers of learning software
- catering services
- companies which provide essential IT and administrative services to the school

Please see Appendix 1 for the most recent list of companies and organisations we are working with.

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

- name and contact details
- safeguarding, medical or SEND information where appropriate
- attendance or behavioural information where appropriate

Where the school outsources data to a third party processor, the same data protection standards that Elmwood Junior School upholds are imposed on the processor.

## 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 policy 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.

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## 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 the GDPR lead (see contact details below).

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 find out more information about how we collect, use and store your personal data, please visit the school's website www.elmwood-jun.croydon.sch.uk or contact:

The GDPR lead via the school office on 0208 684 4007 or by email to gdpr@elmwood-jun.croydon.sch.uk.

Note: the school's data protection officer is Judicium Education who ensure that the school remain compliant with all data protection laws and who we seek regular advice from. Their contact details are:

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|---|---|
| Data Protection Officer: | Judicium Consulting Limited |
| Address: | 72 Cannon Street, London, EC4N 6AE |
| Email: | dataservices@judicium.com |
| Web: | www.judiciumeducation.co.uk |

Lead Contact: Craig Stilwell

From time to time we will update the school's Privacy Notice and the new version will be uploaded to our website or will be available from the School Office.

## Elmwood Junior School Data Protection Declaration

I confirm that I understand:

- Elmwood Junior 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.
- Elmwood Junior School may share my data with the Department for Education and also the Local Authority.
- Elmwood Junior School will not share my data with any other third parties without my consent, unless the law requires the school to do so.
- Elmwood Junior 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.
- Where Elmwood Junior School is processing my data based on consent, I have a right to withdraw this consent at any time.
- My data is retained in line with the school's GDPR Data Retention 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:** _____ **CLASS**: _____

**PARENT/CARER NAME:** _____

**SIGNATURE:** _____

**DATE:** _____

**Please return the signed declaration form to the School Office**

**Appendix 1: Providers of Services, IT & Software Suppliers 2024-2025**

The school works with a number of service providers and IT suppliers in order to effectively perform tasks in the public interest, or to comply with legal obligations. We share certain personal data with these organisations. For more information as to how the data is processed and kept secure, please refer to the organisation's data protection and privacy policies.

Atom wide (AdEPT) – email accounts, online security, remote access & digital signage (pupil, parent, staff & governor data, including sensitive data. Pupil & staff photos.) https://www.atomwide.com/privacy.html

Capita plc - SIMS (school management information system: all pupil, parent, staff & governor data, including sensitive data and pupil photos) https://www.capita-sims.co.uk/privacy-notice

Capita plc – Reading Cloud library management system (pupil names, dates of birth, class/staff names) https://www.capita-readingcloud.co.uk/privacy-notice

Croydon Music & Arts – music tuition (pupil names, ages and sensitive data required to ensure pupil safety/staff names & school email addresses) https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice

Collins Big Cat Phonics E-book Library – digital copies of decodable phonics books (pupil name, class, staff school email address)

Croydon Council Local Government Pension Team – pensions support (support staff names, school email addresses & pension details) https://www.croydonpensionscheme.org/croydon-pension-fund/privacy-policy-and-cookies

Croydon Teachers Pensions – pensions support (teaching staff names, school email addresses & pension details) https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/corporate-privacy-notice

Cunningham's – cashless till (pupil names, staff names and allergy information) https://www.cunninghams.co.uk/mint-project/uploads/666520732.pdf

Croydon Drop In – counselling service for pupils (pupil names, ages and sensitive data required to provide the service/staff names & school email addresses). enquiries@croydondropin.org.uk

Eduspot (formerly Teachers2Parents) – texting service (pupil names/ parent, staff names & mobile numbers) https://eduspot.co.uk/privacy-policy/

Edukey (TES) - provision maps & intervention tracking (pupil data, including sensitive data/ staff names & school email addresses) https://www.edukey.co.uk/privacy/

Epep National Single Sign-on – software for Looked After Children's Personal Education Plan (pupil data, including sensitive data; parent names/mobile numbers/ staff names, school email addresses)

Google G Suite – data storage & sharing (pupil & staff names, school email addresses) https://policies.google.com/privacy?hl=en-GB

Groupcall - data extraction from SIMS for library system (pupil names/staff names & school email addresses). https://www.groupcall.com/privacy

Guys & St Thomas's NHS Foundation Trust – speech & language support for pupils (pupil names, ages and sensitive data; staff names & school email addresses). https://www.england.nhs.uk/contact-us/privacy-notice/

Harrison – school catering service: (pupils names, staff names, allergy information) https://www.harrisoncatering.co.uk/

Kittle Photographic – school photographs (individual and class photos for pupils & staff). https://kittlephoto.com/privacy-policy.html

London Grid for Learning – broadband, Egress accounts (staff names & school email addresses) https://static.lgfl.net/LgflNet/downloads/policies/LGfL%20Privacy%20Notice.pdf

Rakuten Overdrive – e-books (pupil ID's from library system) https://company.cdn.overdrive.com/policies/privacy-policy.htm

ParentPay – school meal payments (pupil name, parent & staff names/email addresses/card details). Viewed only by school staff. https://www.parentpay.com/privacy-policy/

Reading Cloud Junior Librarian – children's digital school library management system (pupil names, class, date of birth)

Single Central Record – (staff names and sensitive data required to ensure pupil safety) https://onlinescr.co.uk/

Smith's Sports Academy – sports coaching (pupil names, ages and sensitive data required to ensure pupil safety/ staff names & school email addresses). asmith@smithssportsacademy.com

Strictly Education – HR & payroll provider (staff names, dates of birth, contact details, NI numbers & contract details) https://www.strictlyeducation.co.uk/privacy-policy

Wonde – data extraction from SIMS for Eduspot, Education City & Edukey (pupil data, including sensitive data; parent names/mobile numbers/ staff names, school email addresses & mobile numbers) https://wonde.com/privacy-policy

3PLearning – Mathletics & Readiwriter online learning (pupil names, dates of birth/ staff names & school email addresses) https://www.3plearning.com/privacy/

NFER – Online Assessment Analysis Tool (pupil names, ages and sensitive data required to aid equality of opportunity/staff names & school email addresses https://www.nfer.ac.uk/privacy/

Inventry – online register of staff on site and visitors (photographs taken of visitors). https://www.inventry.co.uk

Testbase – Maths questions software (staff names, staff school email addresses)

Times Tables Rockstars - (pupil names, dates of birth/staff names & school email addresses) https://ttrockstars.com/