



# Privacy Notice

Version 3: June 2018

Dear parent/carer,

This document explains the personal information that we hold about your child and yourself, what we do with this information, who we pass it to, and the rights you have. We are informing you of this because the data protection law that came into effect on 25th May 2018 says that you have a right to be informed about how the school uses personal data that it holds about your child and yourself. This new law is called the General Data Protection Regulation (or GDPR).

When we say personal information we mean information that can be used to identify your child or yourself.

This document is supported by school policies that are under review and will be available on request.

Marvels Lane is what the GDPR refers to as the data controller and our Data Protection Officer is Ms Georgina Chambers who is based in the main council offices in Laurence House.

If, for any reason, you would like to receive this information in a different way please contact Mr Sealy, School Business Manager, through the school office.

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

The information that we collect, hold and share includes:

- Personal information (such as name, unique pupil number and address)
- Contact details of parents
- Characteristics (such as language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographic images
- Images captured by our CCTV equipment

As a school we may also need to process data that falls into ~~special categories~~ of more sensitive personal data, such as disability and ethnicity.

## Why we collect and use this information

We use the pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

## The lawful basis on which we use this information

We only collect and use pupil, parent and carer personal data when the law allows us to. The law says we can do this where processing is necessary for the ~~performance~~ of a task carried out in the public interest+or in the ~~exercise~~ of official authority+(such as the official authority that the school has to provide education to your child.) This information is in Article 6, (1) e) of the GDPR.

We also collect and use pupil information, where the school is required to do so, under Article 9 (2) b) of the GDPR. This covers the special categories of data such as ethnicity.

## Collecting pupil information

While the majority of pupil information you provide us with 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. Where you have a choice we will ask you for consent, explain the details and parameters of this consent, and tell you how it can be withdrawn.

## Storing pupil data

We hold data about pupils and their parents/carers while the pupil attends our school. We may also keep this data after a pupil has left the school if this is necessary for us to meet our legal obligations or for operational reasons as advised by the ~~Information and Records Management Society's toolkit for schools~~. We aim to keep personal data only for as long as necessary or as required by law. This is covered in our Data Retention Policy.

## Why and with whom we share pupil information

This table shows who we routinely share pupil information with, and why.

Agency	Reason
<ul style="list-style-type: none"> <li>Other educational establishments with which the pupil has been, is, or will be involved</li> </ul>	<p>This contributes to a smooth transition in the continuation of the pupils' education</p>
<ul style="list-style-type: none"> <li>Our local authority, London Borough of Lewisham</li> </ul>	<p>We are legally required to share information such as safeguarding concerns and exclusions, for admissions purposes and to access funding to support Looked After Children</p>
<ul style="list-style-type: none"> <li>The Department of Education</li> </ul>	<p>We are legally required to share pupil information. This information determines school funding and informs educational strategy and policy</p>
<ul style="list-style-type: none"> <li>Educators and examining bodies</li> </ul>	<p>This contributes to educators' and examining bodies' support of pupils' learning</p>
<ul style="list-style-type: none"> <li>Ofsted, the regulating body</li> </ul>	<p>This evidences our compliance with education regulations and best practice, and enables the regulating body to assess our performance</p>
<ul style="list-style-type: none"> <li>Contracted service providers and advisers</li> </ul>	<p>This enables these providers/advisers to deliver the service we are contracted to provide</p>
<ul style="list-style-type: none"> <li>Auditors</li> </ul>	<p>This enables auditors to assess compliance of our systems and processes and to contribute to its improvement</p>
<ul style="list-style-type: none"> <li>Health and social welfare organisations</li> </ul>	<p>This supports these organisations in providing pastoral, health and social care to pupils</p>
<ul style="list-style-type: none"> <li>Police forces, courts and tribunals</li> </ul>	<p>We are legally obliged to share this information</p>

## Data security

Personal data that we hold is processed by appropriate members of staff for the purposes for which the data was provided. We take technical and organisational steps to ensure this data is held and used securely, and we have school policies about accessing and using this data in place to govern this.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to. We do not share or sell personal data to other individuals or organisations for their own purposes.

Some of our systems are provided by third parties, such as our cloud-based Management Information System (MIS) on which most of our pupil data is stored. This arrangement is subject to

assurances from the MIS provider that personal data will be kept securely and in line with GDPR requirements.

## Data collection requirements

### THE NATIONAL PUPIL DATABASE (NPD)

We are legally required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the termly school census. This is governed by the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE stores some of this information in its National Pupil Database (NPD) which produces evidence on school performance to inform educational research.

The NPD is an electronic document which securely stores information from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England.

The DfE 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 the 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.

To find out more about the DfE data collection requirements of the school (for example, via the school census), access <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

To find out more about the NPD, access <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE'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 DfE has provided pupil information for (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

You can contact the DfE at the following website: <https://www.gov.uk/contact-dfe>

## CCTV

For the safety and security of those attending the school, we use CCTV on the school premises. Its use is governed by the school's CCTV policy.

## Parents' and pupils' rights regarding personal data

Under data protection legislation, individuals have a right to make a subject access request to access personal information that the school holds about them.

Parents and carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights concerning their own data (usually when they are under the age of 12) or if the child who is mature enough has provided consent. Parents and carers can also make a subject access request regarding any personal data that the school holds on them.

In certain circumstances, individuals also have the right for their personal information to be transmitted electronically to another organisation.

Parents and carers also have a legal right to access their child's educational record.

To find out about the procedure for you to exercise any of these rights, please contact Mr Sealy, School Business Manager.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. These include the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent data being processed for the purpose of direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- Have inaccurate personal data rectified, blocked, erased or destroyed or its processing restricted . all in certain circumstances; 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/> , on 0303 123 1113 or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## Contact

If you would like to discuss . or would like further information on - anything in this privacy notice, please contact Mr Sealy through the school office or at [ssealy1.209@lgflmail.org](mailto:ssealy1.209@lgflmail.org). Alternatively, you can contact Ms Chambers at [schoolsdpo@lewisham.gov.uk](mailto:schoolsdpo@lewisham.gov.uk) or on 020 8314 9928.