

# CANTRELL PRIMARY SCHOOL



## PRIVACY NOTICE

Cantrell Primary School is the data controller of the personal information you provide to us. The school therefore determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

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

- Personal information (such as name, unique pupil number and 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 records)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusion information
- Behavioural information
- Recorded teaching sessions
- Photographs
- CCTV images

### **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 assess the quality of our service
- to comply with the law regarding data sharing
- to safeguard pupils

### **The lawful basis on which we use this information**

Cantrell Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, Local Authority and/or Department of Education. 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 6c of the GDPR: *Processing is necessary for compliance with a legal obligation to which data controller is subject:*
- Article 9g of the GDPR: *For substantial public interest on legal basis;*
- Education Act 1996: The school is required to share pupils' data with the DfE on a statutory basis. Cantrell Primary 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 under the Education Act 1996.

### **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 GDPR we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

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. Full details of data retention lists may be obtained from the Data Protection Officer.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our Local Authority (LA)
- The Department for Education (DfE)
- The National Health Service (NHS)
- Education providers
- The School Photographer
- Nottingham Schools Trust

### **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 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 LA and the 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: the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Contact

Ralph Surman is the Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted on 0115 9155770 or [admin@cantrell.nottingham.sch.uk](mailto:admin@cantrell.nottingham.sch.uk).

To contact DfE: <https://www.gov.uk/contact-dfe>

To contact the Information Commissioner's Office: <https://ico.org.uk>