



The Coppice Primary School

Privacy Notice for Parents and Carers – Use of your child’s data and your own data

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THE COPPICE PRIMARY SCHOOL
PRIVACY NOTICE FOR PARENTS AND CARERS

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THE COPPICE PRIMARY SCHOOL

PRIVACY NOTICE FOR PARENTS AND CARERS

1. Introduction

- 1.1 Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This Privacy Notice explains how we collect, store and use personal data about you (as Parent/Carer) and your child at our school. The same information applies to both you and your child unless a specific heading to the data is used of "about your child" or "about you".
- 1.3 We, The Coppice Primary School & Nursery, are the 'data controller' for the purposes of UK data protection law. We are registered with the Information Commissioner's Office (ICO) – Registration Number: Z2938451.
- 1.4 This Privacy Notice applies while we believe your child is not capable of understanding and exercising their own data protection rights. Once your child is able to understand their rights over their own personal data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our "Privacy Notice for Pupils" to see what rights they have over their own personal data.

2. The personal data we hold

a) About your child

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

Data Types – Not Special Category

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Education History (previous settings)
- Safeguarding information
- Behavioural information
- Details of any support received, including care packages, plans and support providers
- Information about your child's use of our information and communication systems, equipment and facilities (e.g. school computers)

Data Types – Special Category

- Characteristics such as Race, Ethnic Origin and Religion
- Characteristics such as Pupil Premium Eligibility & Status
- Health & Medical information, such as Special Educational Needs and Disabilities information, EHCPs, outside agency referrals
- Health & Medical information, such as allergies and/or dietary needs
- Health & Safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements.
- Static and moving images, such as photographs of pupils and video recordings

- 2.2 We may also hold data about your child that we have received from other organisations, including other schools and local authorities.

b) About you

2.3 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Data Types – Not Special Category

- Contact details, contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

Data Types – Special Category

- Information about any health conditions you have that we need to be aware of
- Static and moving images, such as photographs of pupils and video recordings captured in school

3. Why we use this data

a) About your child

3.1 We collect and use your child's data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Administer admissions waiting lists
- g) Carry out research
- h) Administer school property
- i) Comply with the law regarding data sharing
- j) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- k) Make certain payments to eligible pupils
- l) Comply with statutory request for data from relevant authorities

3.2 We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

3.3 Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.4 **Use of your child's data in automated decision-making and profiling** – we do not currently process any pupils' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

3.5 **Use of your child's data for filtering and monitoring purposes** - While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety, and other legal obligations
- Comply with our policies (e.g. Safeguarding (including child protection) Policy, ICT Acceptable Use Policy) and our legal obligations
- Keep our networks and devices safe from unauthorised access, and prevent malicious software from harming our networks
- Protect your child's welfare

b) About you

3.6 We collect and use your personal data listed above to:

- a) Report to you on your child’s attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Process payments for school services and clubs
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Administer admissions waiting lists
- g) Assess the quality of our services
- h) Carry out research
- i) Comply with our legal and statutory obligations

3.7 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use you or your child’s personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

3.8 Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

4. Our lawful basis for using this data

a) About your child

4.1 Our lawful bases for processing your child’s personal data (Not Special Category) for the purposes listed in section 3 above are as follows:

Lawful Basis	Purposes
Public Task – we need to process data to fulfil our statutory function as a school	a) Support pupil learning b) Monitor and report on pupil progress c) Provide appropriate pastoral care d) Protect pupil welfare e) Assess the quality of our services g) Carry out research h) Administer school property
Legal Obligation – we need to process data to meet our responsibilities	c) Provide appropriate pastoral care i) Comply with the law regarding data sharing j) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely l) Comply with statutory request for data from relevant authorities
Consent – we will obtain consent from you to use this	f) Administer admissions waiting lists k) Make certain payments to eligible pupils
Vital Interests – we will use this personal data in a life-or-death situation	d) Protect pupil welfare
Legitimate Interests – where there is a minimal privacy impact and we have a compelling reason	e) Assess the quality of our services g) Carry out research

- 4.2 Where you have provided us with consent to use your child’s data, you may withdraw this consent at any time. We will make this clear when requesting your consent. To do this, please contact the school office.
- 4.3 For “Special Category” we only collect and use it when we have both a lawful basis, as set out above and one of the following conditions for processing as set out in UK data protection law:
- We have obtained your explicit consent to use your child’s data in a certain way
 - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
 - We need to protect an individual’s vital interests (i.e. protect your child’s life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
 - The data concerned has already been made manifestly public by you
 - We need to process it for the establishment, exercise or defence of legal claims
 - We need to process it for reasons of substantial public interest as defined in legislation
 - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional, or by any other person obliged to confidentiality under law
 - We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
 - We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest
- 4.4 For “Criminal Offence” data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:
- We have obtained your consent to use it in a specific way
 - We need to protect an individual’s vital interests (i.e. protect your child’s life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
 - The data concerned has already been made manifestly public by you
 - We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
 - We need to process it for reasons of substantial public interest as defined in legislation

b) About you

- 4.5 Our lawful bases for processing your personal data (Not Special Category) for the purposes listed in section 3 above are as follows:

Lawful Basis	Purposes
Public Task – we need to process data to fulfil our statutory function as a school	a)Report to you on your child’s attainment and progress g)Assess the quality of our services
Legal Obligation – we need to process data to meet our responsibilities	d)Provide appropriate pastoral care e)Protect pupil welfare i)Comply with our legal and statutory obligations
Consent – we will obtain consent from you to use this	b)Keep you informed about the running of the school (such as emergency closures) and events c)Process payments for school services and clubs f)Administer admissions waiting lists
Vital Interests – we will use this personal data in a life-or-death situation	e)Protect pupil welfare
Legitimate Interests – where there is a minimal privacy impact and we have a compelling reason	h)Carry out research

- 4.6 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent. To do this, please contact the school office.
- 4.7 For “Special Category” we only collect and use it when we have both a lawful basis, as set out above and one of the following conditions for processing as set out in UK data protection law:
- We have obtained your explicit consent to use your child’s data in a certain way
 - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
 - We need to protect an individual’s vital interests (i.e. protect your child’s life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
 - The data concerned has already been made manifestly public by you
 - We need to process it for the establishment, exercise or defence of legal claims
 - We need to process it for reasons of substantial public interest as defined in legislation
 - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional, or by any other person obliged to confidentiality under law
 - We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
 - We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest
- 4.8 For “Criminal Offence” data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:
- We have obtained your consent to use it in a specific way
 - We need to protect an individual’s vital interests (i.e. protect your child’s life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
 - The data concerned has already been made manifestly public by you
 - We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
 - We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

- 5.1 We will only collect and use your or your child’s data when the law allows us to as detailed above in section 4 of this notice. While the majority of information we collect about you or your child is mandatory, there is some information that can be provided voluntarily.
- 5.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 5.3 Most of the data we hold about you or your child will come from you, but we may also hold data about you or your child from:
- Local authorities
 - Your child
 - Government departments or agencies
 - Police forces, courts or tribunals
 - Other schools or trusts
 - Department for Education

6. How we store this data

- 6.1 We keep personal information about you or your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Pupil information is held in accordance with retention guidelines.
- 6.2 All pupil information is kept securely on computer systems and also sometimes on paper until pupils change school. Records are then transferred to the new school, where they will be

retained until that pupil reaches the age of 25, after which time they are safely destroyed. Your data is also kept securely on computer systems.

- 6.3 We have put in place appropriate security measures to prevent you and your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- 6.4 We will dispose of you and your child's personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

- 7.1 We do not share information about your child or you with any third party without consent unless the law and our policies allow us to do so.
- 7.2 Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about your child and/or you with third parties. Prior to sharing data, we will ensure the third party complies with data protection requirements, including the confidentiality, handling, security arrangements, retention and use of the data. Such third parties include:
- Schools and other educational settings that the pupil attends after leaving us
 - Our Local Authority (Worcestershire) and other Local Authorities (e.g. related to SEN/LAC children)
 - Department for Education (**see section 8 for further details**)
 - Our regulator, e.g. Ofsted
 - Government departments or agencies
 - The Police and Law Enforcement
 - Health Authorities – such as The School Nursing Team
 - Social Welfare Organisations – such as Social Services
 - Professional advisors and consultants, such as External Auditors
 - Suppliers and service providers, including:
 - Management Information System provision, including integration tools
 - Learning tools
 - Pupil tracking systems
 - Communication services
 - Catering services – including lunches & milk
 - Payment services
 - Photography services
 - Register systems
 - Filtering & Monitoring systems

8. Sharing data with the Department for Education (DfE) – *Specific to your child only*

- 8.1 The Department for Education (a government department) collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority, via various statutory data collections. The data shared will be in line with the following relevant legislation:
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
 - Section 537A of the Education Act 1996, alongside the Education (Information About Individual Pupils) (England) Regulations 2013. These legal instruments require schools to submit student data (such as census), supported by the [UK General Data Protection Regulation \(UK GDPR\) and Data Protection Act 2018](#).
 - [Section 537A of the Education Act 1996](#): Enables the collection of individual pupil information.
 - [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#): Mandates the school census submission.
 - [Section 99 of the Childcare Act 2006 & 2009 Regulations](#): Covers information about young children in early years.
 - [UK GDPR & Data Protection Act 2018](#): Provides the framework for secure, lawful processing, typically under the "public task" basis for statutory returns.

- [Education \(Student Information\) \(England\) Regulations 2015](#): Covers further education learner data
 - [Protection of Freedoms Act 2012](#): Governs the use of biometric data, requiring parent/carer consent.
- 8.2 The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.
- 8.3 The data we share with the DfE is used for a number of purposes, including to:
- Inform funding
 - Monitor education policy and school accountability
 - Support research
- 8.4 The information shared with the DfE could include:
- Your child's name and address
 - Unique pupil numbers
 - Pupil matching reference numbers
 - Gender or ethnicity
 - Details of any special educational needs (SEN)
 - Details of schools attended
 - Absence and exclusion information
 - Information relating to exam results
 - Information relating to any contact with children's services
 - What they did after they finished school
- Please note: this list is not exhaustive*
- 8.5 National Pupil Database
- We are required to provide information about pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.
 - The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
 - The DfE may share information from the NPD with third parties, such as other organisations that promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.
 - For more information, see the DfE's webpage on [how it collects and shares personal data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

9. Transferring data internationally

- 9.1 We may share personal information about you or your child with the following international third parties, where different data protection legislation applies:
- Other schools or educational establishments
 - Government departments or agencies
 - Security organisations
- 9.2 Where we transfer you or your child's personal data to a third-party country or territory, we will do so in accordance with UK data protection law.
- 9.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

10. Your rights

10.1 How to access personal information that we hold about you or your child

- You have a right to make a 'subject access request' to gain access to personal information that we hold about you or your child. If you make a subject access request, and if we do hold information about you or your child, we will (subject to any exemptions that apply):
 - Give you a description of it
 - Tell you why we are holding it, how we are processing it, and how long we will keep it for
 - Explain where we got it from, if not from you
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - Give you a copy of the information in an intelligible form
- You may also have the right for you or your child's personal information to be transmitted electronically to another organisation in certain circumstances.
- If you would like to make a request, please contact us (see *section 12. Contact us* below).
- Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

10.2 Your right to access your child's educational record

- Parents and Carers (those with parental responsibility) also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.
- There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.
- To make a request, please contact our school Data Protection Officer.

10.3 Your other rights regarding you or your child's data

- Under UK data protection law, you have certain rights regarding how you or your child's personal data is used and kept safe. For example, you have the right to:
 - Object to our use of you or your child's personal data
 - Object to the processing of you or your child's personal data that is likely to cause, or is causing, damage or distress
 - Prevent you or your child's data being used to send direct marketing
 - Object to and challenge the use of you or your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
 - In certain circumstances, have inaccurate personal data corrected or blocked
 - In certain circumstances, have the personal data we hold about you or your child deleted or destroyed, or restrict its processing
 - Withdraw your consent, where you previously provided it for the collection, processing and transfer of you or your child's personal data for a specific purpose
 - In certain circumstances, be notified of a data breach
 - Make a complaint to the Information Commissioner's Office
 - Claim compensation for damages caused by a breach of the data protection regulations
- We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:
 - Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task

- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
 - Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent
- See information on types of lawful basis in section 4 of this privacy notice.
 - To exercise any of these rights, please contact us (see Section 12. Contact us' below).
 - Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

11. Complaints

- 11.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.
- 11.2 You can make a complaint to us at any time by contacting Mrs White, School Data Protection Officer.
- 11.3 Alternatively, you can make a complaint at any time to the Information Commissioner's Office. To report a concern online at <https://ico.org.uk/make-a-complaint/>; telephone 0303 123 1113 or contact by post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. Contact Us

- 12.1 If you have any questions or concerns, or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer: Mrs K White, The Coppice Primary School & Nursery, 50 Shawhurst Lane, Hollywood, Birmingham, B47 5JN, Telephone: 01564 826 709.