Privacy Notice for Pupils and Parents/Carers

Selling Church of England Primary School

This privacy notice explains how personal information about pupils and their parents/carers is collected, used, stored and shared by Selling Church of England Primary School and Our Community Multi Academy Trust.

We are committed to protecting personal information and handling data in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Education Act 1996
- Relevant safeguarding and education legislation

Who We Are

Our Community Multi Academy Trust is the data controller for the personal information processed by Selling Church of England Primary School.

The school processes information on behalf of the Trust to support pupils' education, wellbeing and safeguarding.

Contact Details

School Contact

Mrs Laura King

Selling Church of England Primary School

The Street

Selling,

ME13 9RQ

Email: laura.king@selling-faversham.kent.sch.uk

Data Protection Officer

Mrs Sarah Baker
Data Protection Officer
Our Community Multi Academy Trust
C/O Lynsted and Norton Primary School
Lynsted Lane
Sittingbourne
ME9 0RL
Email: DPO@ocmat.org.uk

The Information We Collect

We collect and process personal information relating to pupils and, where appropriate, parents/carers.

This may include:

Personal Information

- Name
- Date of birth
- Unique pupil number (UPN)
- Address and contact details
- Parent/carer contact information
- Language and nationality
- Country of birth
- Free school meal eligibility

Attendance and Educational Information

- Attendance records
- Assessment and attainment information
- National curriculum assessment results
- Behaviour information
- Exclusion information

- Pastoral support information

Special Category Information

Under UK GDPR, some information is classed as special category data.

This may include:

- Ethnicity
- Health and medical information
- Special Educational Needs and Disabilities (SEND) information
- Safeguarding information
- Information relating to equality monitoring
- Biometric information (where applicable and separately consented)

How We Collect Information

Information is obtained:

- Directly from parents/carers and pupils
- From previous schools or education providers
- From Kent County Council services
- From professionals working with children and families
- From government departments and agencies
- Through day-to-day school activities and systems

Why We Use Personal Information

We use personal information to:

- Support teaching and learning
- Monitor and report on pupil progress
- Provide pastoral care and safeguarding support

- Assess the quality and effectiveness of our services
- Support pupils with SEND
- Promote pupil welfare and wellbeing
- Administer admissions and attendance processes
- Meet statutory obligations placed upon schools
- Support children at risk of exclusion or missing education
- Facilitate transitions between educational settings
- Communicate with parents and carers
- Manage educational visits and activities
- Improve educational provision and school services
- Protect pupils and staff

We may also use data to:

- Support public health requirements
- Respond to emergencies or safeguarding concerns
- Fulfil legal and regulatory duties

Our Lawful Basis for Using Information

Under UK GDPR, the lawful bases we rely on include:

Article 6 UK GDPR

Article 6(1)(c) – Legal Obligation

Processing necessary for compliance with legal obligations placed upon schools.

Article 6(1)(e) – Public Task

Processing necessary for carrying out tasks in the public interest and exercising official authority vested in the school and Trust.

Article 9 UK GDPR – Special Category Data

Where we process special category information, we rely on:

Article 9(2)(g) – Substantial Public Interest

Including safeguarding, equality of opportunity, and supporting children and vulnerable individuals.

Article 9(2)(h)

Processing necessary for health or social care purposes where applicable.

In limited circumstances, we may rely upon consent. Where consent is used, this will be made clear and can be withdrawn at any time.

Who We Share Information With

We only share information where necessary, lawful and proportionate.

This may include:

- The Department for Education (DfE)
- Kent County Council
- Schools and colleges that pupils attend after leaving us
- Examination and assessment bodies
- SEND support services
- Health professionals and NHS services
- Safeguarding partners
- Educational support providers
- School improvement and moderation partners
- Contracted service providers acting on behalf of the Trust or school
- Providers of educational software and communication systems

We may also share information with:

- Police and law enforcement agencies
- Social care services
- Courts or tribunals
- Other agencies where required by law or necessary to safeguard children

Information is only shared with organisations that demonstrate appropriate security and data protection standards.

Department for Education and National Pupil Database

The Department for Education (DfE) collects personal information from schools and local authorities through statutory data collections.

Some of this information is stored in the National Pupil Database (NPD).

The law that allows this is primarily:

- The Education (Information About Individual Pupils) (England) Regulations 2013

The DfE may share information from the NPD with approved organisations for purposes including:

- Research
- Statistical analysis
- Policy development
- Improving education and children's wellbeing

The DfE has strict controls and approval processes in place regarding access to pupil data.

Further information can be found via the Department for Education website.

International Transfers and Cloud-Based Systems

Some of the systems used by the Trust and school may store or process information outside the United Kingdom.

Where this occurs, we ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

This may include:

- International data transfer agreements
- Adequacy regulations
- Standard contractual clauses
- Secure cloud hosting arrangements

Automated Decision Making

The Trust and school do not make decisions about pupils based solely on automated processing or profiling.

How Long We Keep Information

We retain records in accordance with:

- The Trust Records Retention Schedule
- Statutory education requirements
- The Information and Records Management Society (IRMS) Schools Toolkit
- Safeguarding and legal obligations

Retention periods vary depending on the type of information held.

When information is no longer required, it is securely destroyed or confidentially disposed of.

Your Rights Under UK GDPR

Under data protection law, pupils and parents/carers have rights which may include:

- The right to be informed about how information is used
- The right of access to personal information
- The right to request correction of inaccurate information
- The right to request erasure in certain circumstances
- The right to restrict processing in certain circumstances

- The right to object to processing
- The right to data portability where applicable
- Rights relating to automated decision-making
- The right to withdraw consent where consent is relied upon

Some rights are subject to legal exemptions and limitations.

Requests can be made by contacting the school or Data Protection Officer.

Keeping Information Secure

We take appropriate technical and organisational measures to protect personal information.

These measures include:

- Restricted access controls
- Secure systems and passwords
- Staff training and confidentiality obligations
- Data protection policies and procedures
- Secure disposal arrangements
- Cyber security protections

We also have procedures in place to manage data breaches and will notify affected individuals and regulators where legally required.

Complaints and Further Information

If you have concerns about how personal information is handled, please contact the school or the Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: https://ico.org.uk

Further Information

Further information about how the Department for Education processes pupil information can be found at:

- https://www.gov.uk/education/data-collection-and-censuses-for-schools
- https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information
- https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you would like to discuss this privacy notice or exercise any of your rights, please contact the school or the Trust Data Protection Officer.