



Privacy Notice

This privacy notice explains how we collect, store and use personal data about **pupils, parents and carers**.

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

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the School. Should you have any questions, concerns or queries please contact them on the following information: -

Data Protection Officer: Judicium Consulting Limited
Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Telephone: 0345 548 7000 (Option 1, then 1)

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

- Personal information (such as name, unique pupil number and address)
- Emergency contact and family information such as names, relationship, phone numbers and addresses
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- Financial details such as dinner money records, trip contributions, pupil premium records, SEN provision maps and high needs funding
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special educational needs information
- Behavioural information
- Exclusions information
- Safeguarding information
- Pupil and curricular records
- Photographs to identify the pupil on the school's management system
- CCTV images captured in school

We may also hold data about pupils we have received from other organisations, including other schools, local authorities and the Department for Education.

How data is kept up to date:

Contact details are updated at the three parents' evenings throughout the year. Parents and carers can visit the main school office to update contact details at any time.

How we use personal information:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to assess performance and set targets for school
- to enable pupils to take part in assessments and record pupil achievements
- to provide appropriate pastoral and medical care
- Safeguard pupils' welfare
- to monitor the use of the schools' IT and communication systems in accordance with the school's E Safety policy.
- to assess the quality of our services
- to comply with the law regarding data sharing
- to administer admissions waiting lists
- to carry out research
- to apply for grants and funding
- to provide support to pupils after they leave the school
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice

The lawful basis on which we use this information

We collect and use pupil's **personal data** when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

We collect and use **special category data** when the law allows us to do so. Most commonly we process it where:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

How do we store this data?

We keep personal information about pupils while they are attending Grove School. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Personal pupil data in paper form is stored securely in locked filing cabinets and cupboards in a locked room. Pupil data is also stored electronically in secure cloud storage. Please see the data sharing section below for a list of 3rd party data processors with whom Grove school share data.

In retaining personal information, Grove School complies with the retention schedules provided by the Information Record Management Society. This document can be found using the link below:

<https://irms.org.uk/page/SchoolsToolkit>

Grove School uses the services of Shred It, a shredding service for secure disposal of data when it has reached the end of its retention period.

Data sharing

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- the Department for Education (DfE) – on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Ofsted
- Other Schools that pupils have attended/will attend
- NHS
- Welfare services such as social care
- Law enforcement officials such as police and courts
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants
- Support services (including insurance, IT support, information security) to enable them to provide the service we have contracted them for
- The Local Authority.

Grove school shares data with the following 3rd party data processors:

- SIMS, CMIS, CPOMS, Otrack, Entrust, Free School Meal Eligibility Checker, Parentpay, BGFL 365, Teachers2parents, Toolkit Tracker, Crisp Online, AQA, Futures Cloud, EPEP Online, Google Account, Education City, Collins Connect, Wonde, Reception Baseline Assessment, Speech Link, Edukey, Smartgrade, Maths Circle (TT Rock Stars/Numbots), EdShed (Spelling Shed)

Subject access requests

Parents can ask for copies of the data school holds about their child by making a Subject Access Request. In accordance with DPA2018 school will comply within 1 month and without undue delay. It is to be noted that school can apply an extension of a further two months if the request is complex or if school have received several requests from the individual. School will aim to respond to Subject Access Requests in a timely manner but during school holidays this may become more difficult. If school refuses a Subject Access Request,

we will tell parents why and will inform them that you have the right to complain to the supervisory authority and to a judicial remedy. The school must do this without undue delay and at the latest, within one month.

Complaints

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 concern about our data processing, please raise this with us.

To make a complaint, please contact our data protection officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

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