



Privacy Notice

Who processes your information?

Stocksbridge Junior 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.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Stocksbridge Junior School upholds are imposed on the processor.

Sophie Hicks is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0114 2882221 or enquiries@stocksbridge-jun.sheffield.sch.uk

Why do we collect and use your information?

Stocksbridge Junior School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for 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 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- 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

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. contact details, contact preferences, date of birth
- Characteristics – e.g. ethnicity, language, nationality, country of birth, free school meal and pupil premium eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Pupil and curricular records
- Safeguarding information
- Photographs (for example, school performances)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Stocksbridge Junior School and their families is stored in line with the school's GDPR Data Protection Policy. 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.

Will my information be shared?

The school is required to share pupils' data with the Department for Education on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. Stocksbridge Junior School is required by law to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The Department for Education may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.

- Producing statistics.
- Providing information, advice or guidance.

The Department for Education has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

We do not share information about pupils with any third part without consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The pupil's family and representatives – to ensure we have up to date and correct information, to keep children safe or where the law requires us to do so.
- Examining bodies – to enable them to provide the service they are required to
- Our regulator – Ofsted – By law it must inspect schools with the aim of providing information to parents, to promote improvement and to hold schools to account.
- Suppliers and service providers – to enable them to provide the service we have contracted them for. A complete list of suppliers and providers are listed on the school's website.
- Financial organisations – to enable them to provide the service we have contracted them for.
- Health authorities – to work together to keep our children safe and healthy, for example arranging vaccinations
- Health and social welfare organisations – to enable them to carry out specific functions for which they are responsible.
- Professional advisers and consultants – to enable them to provide the service we have contracted them for.
- Police forces, court, tribunals – to comply with our legal obligations

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Stocksbridge Junior School uses your personal data.
- Request access to the personal data that Stocksbridge Junior School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Stocksbridge Junior School and/or the Department for Education is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website <http://www.stocksbridge-jun.sheffield.sch.uk> / or download our GDPR Data Protection Policy.