



PRIVACY NOTICE

STILLNESS INFANT SCHOOL

Brockley Rise, London, SE23 1NH

Lewisham School's Data Protection Officer

Mr Stephen Williams – Head of Information Security & Governance

Lewisham School's DPO – Stephen.Williams@lewisham.gov.uk

Tel: 020 8314 6212

Stillness Infant School, is the data controller for the purposes of the General Data Protection Regulations 2018. At Stillness Infant School, we collect personal and/or sensitive information from you about you and your child and may receive information about you and your child from their previous school.

The categories of information relating to pupils/carers that we collect, hold and share include:

- Personal information and contact details (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 reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

Why we collect and use this information

We use the data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use information under Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

We hold data for **as long as the child attends the school. In some cases it may be retained for longer where legally required (e.g. pupil accident and SEN records held until the child turns 21 and 25 respectively).**

Who we share information with

We routinely share information with:

- schools that the pupil's attend after leaving us
- our local authority, London Borough of Lewisham
- the Department for Education (DfE)
- academy chains
- federations or Multi Academy Trusts (MATs)
- school nurse, NHS
- the Governing Body

Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

As a maintained school, we are required to share information about our pupils with our local authority (LA) and the Department for Education (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; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

CCTV

For your safety we record CCTV in the school grounds. This is kept for **30 days**. Under data protection legislation, parents and pupils have the right to request access to footage of themselves. To make a request for your personal information, or be given access to your child's educational record, contact **Annie Grimes (Head Teacher) C/O admin@stillness-inf.lewisham.sch.uk or 0208 690 1208.**

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Annie Grimes (Head Teacher) C/O admin@stillness-inf.lewisham.ch.uk**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Rebecca Kelly
Deputy Head Teacher
C/O Stillness Infant School
Brockley Rise
London
SE23 1NH
Email: admin@stillness-inf.lewisham.sch.uk

Or

Miss Cheryl Leacock
School Business Manager
C/O Stillness Infant School
Brockley Rise
London
SE23 1NH
Email: admin@stillness-inf.lewisham.sch.uk

Or

Mr Stephen Williams
Head of Information Security & Governance – Lewisham School's DPO
Email: Stephen.Williams@lewisham.gov.uk

Tel: 020 8314 6212