



Sandringham and West Newton Primary School  
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## Privacy Notice for Parents

### (How we use pupil information)

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

- Personal information (such as your child's name and address, where they were born, medical information their attendance and behaviour in school)
- Photographs and Videos (as part of your child's school life)

#### Why we collect and use this information

We use this information:

- to support your child's learning
- to monitor and report on their progress
- to provide additional support they may need
- to help the school run properly, safely and let others know what we do here
- to comply with the law regarding sharing their information **The lawful basis on which we use this information**
- We may need to report some of your child's information to the government. For example, we may need to share with the local authority attendance information or let them know if we have any concerns about your child's welfare.
- We may need information about any court orders or criminal matters which relate to your child. This is so that we can safeguard their welfare and wellbeing and the other pupils at the School.
- If you are from another country, we have to make sure that your child has the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- When your child leaves us, we pass this information to their next school.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- We will share their academic, attendance and behaviour records with you as parents or guardians.



WE PROMOTE STAFF WELL-BEING



## Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data for agreed timescales

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- DNEAT
- the Department for Education (DfE)

## Why we share pupil information

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

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

We have to share information about our pupils with the (DfE) under regulation 5 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>

### **Requesting access to your child's personal data or Subject Access Requests ( SAR )**

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 in the first instance the school office where your child attends. You will be asked to provide proof of your identity and confirmation that you are the parent/guardian of the child in question. Please note that if your child is aged 13 and above they have the right in the UK to make their own SAR.



(Please note that a subject access request is not the same as a Freedom of Information request and that the Freedom of Information Act 2000 is separate to the General Data Protection Regulations 2018)

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 General 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 by contacting the Data Protection Officer Sharon Money at [sharon.money@dnear.or](mailto:sharon.money@dnear.or) or 01603 882329

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:

The Data Protection Officer Sharon Money at [sharon.money@dnear.or](mailto:sharon.money@dnear.or) or 01603 882329

