



Privacy Notice (How we use personal information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, *Merton Junior School, Romsey Close, Basingstoke, RG24 9HB*, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Christine Chaloner-Sandell

The categories of personal information that we collect, hold and share (when appropriate) includes, but is not restricted to:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, modes of travel)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons, including absence data from previous schools)
- Assessment and attainment information (such as key stage 1 and phonics results, attainment whilst in school with us)
- Special Education Needs information (including the needs and ranking).
- Details of any support received, including care packages, plans and support providers
- Medical Information (such as doctors information, allergies, medication and dietary requirements, physical and mental health)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Permissions (for trips, photographs, food activities)
- Photographs and video recordings of your child
- CCTV images captured in school and on school grounds

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

Why we collect and use this information

We use the personal data:

- to support pupil learning
- to keep children safe (food allergies, or emergency contact details)
- to provide medical support to pupils with medical conditions
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to meet the statutory duties placed upon us for DfE data collections

Our legal basis for using this data

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and 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. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Our lawful basis for collecting and using pupil information for general purposes is:

1. Legal obligation – the processing is necessary to comply with the law (not including contractual obligations).
2. Public task – the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
3. Consent – we have been given clear consent to process personal data for a specific purpose.

The school also processes special category data and the lawful basis for processing this is:

1. Processing is necessary for reasons of substantial public interest (Article 9 (g)).
2. The data subject has given explicit consent to the processing of personal data for one or more specified purposes.

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.

Merton Junior School

Romsey Close, Basingstoke, RG24 9HB

Tel 01256 326573 Email: admin.office@merton-jun.hants.sch.uk

Collecting personal information

We collect personal information via registration forms when your child starts school with us and via Common Transfer Files (CTF) from previous schools and/or the admissions team at Hampshire County Council. During the time your child is with us we will also request medical information, permission for activities and use of photographs.

Personal data is essential for the schools' operational use. Whilst the majority of personal 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 personal information to us or if you have a choice in this.

Storing pupil data

We keep personal information about pupils and their parents / carers while the pupil is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule (written by the Records Management Service at Hampshire County Council) sets out how long we keep information about pupils.

If you would like to view the retention schedule please contact the school office with your request.

Data Sharing

We do not share information with any third party 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 with:

- Our local authority - including Children's Services, Social Workers and Support Workers
- The Department for Education
- The pupil's family and representatives – to meet our legal obligation to parents and guardians with appropriate authority / parental responsibility.
- Educators and examining bodies – Including schools that pupil's attend after leaving us
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. i.e. Online Payment System, Texting Service, School library Service, Accelerated Reader Program, Thrive, School photographer, – (information given is limited to what is necessary)
- Health authorities – School Nursing Team / NHS
- Professional advisers and consultants

Data Collection Requirements & National Pupil Database :

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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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>.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

Back up of data held by us

Data is stored on our secure server, which is password protected and always locked, unless in use. The server is stored in a locked cupboard / room. An external hard drive is connected to the server to collect an encrypted copy of the whole server, which is returned to the office at Harrap (IT provider).

The backup of data is stored on an external hard drive connected to the server, which is encrypted at the school and sends an encrypted backup to Harrap. The school holds a local backup, which is run every night, to the NAS which is not encrypted but is stored in a locked cupboard within the locked data cabinet.

The data held in the offices at Harrap is only accessible to three members of staff: Managing Director, Network Manager and Operations Manager. The local backups are accessible by all Harrap technicians and any supervisors at the school.

The school server and its data is only accessible by network administrators and employees of Harrap IT, who fully comply to GDPR.

Requesting access to your personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child

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- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Parents/carers also have a legal right to access to their child's **educational record**.

To make a request for your child's personal information, or be given access to your child's educational record, contact our school Administrative Manager (admin.office@merton-jun.hants.sch.uk) or by telephone on 01256 326573.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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 in the first instance.

To make a complaint, please contact our data protection officer via our school Administrative Manager (admin.office@merton-jun.hants.sch.uk) or by telephone on 01256 326573.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school Administrative Manager (admin.office@merton-jun.hants.sch.uk) or by telephone on 01256 326573.

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