



## **Parkside Middle School**

### **Privacy Notice (How we use pupil contacts' information)**

Parkside Middle School is the Data Controller for the use of personal data in this privacy notice.

#### **The categories of contacts' information that we collect, process, hold and share include:**

- Personal information (such as name, address, car registration, telephone number)
- Special categories of data including characteristics information (such as relationship to child)
- Photograph (including use on InVentry, school's signing in process)
- CCTV images captured in school
- External telephone recordings

This list is not exhaustive, to access the current list of categories of information we process please see the [school website](#). We also hold data about pupil contacts' 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 pupil contacts' data to:

- Enable a comprehensive understanding of contacts of our pupils within school
- Facilitate safeguarding, as part of our obligations towards pupils
- Ensure safety within the school premises
- To meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the purpose of collecting the above is in accordance with the following legal bases of Article 6 :

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- 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;

In addition, concerning any special category data as stated in Article 9:

- conditions 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 the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for 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;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- 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 for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\)](#) based on 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.

### **Collecting pupil contacts' information**

Pupil contacts' data is essential for schools' operational use and we collect pupil contacts' information via various methods including:

- Registration forms at the start of the school year
- Common Transfer Files (CTF)
- Bromcom – My Child At School (MCAS) app
- Secure File Transfer from previous school

Pupil contacts' data is essential for the schools' operational use. 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 data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing pupil contacts' information**

Our Records Retention Policy, which is available upon request, sets out how long we keep information.

## Who we share this information with

We routinely share this information with:

- Pupils' families and representatives
- Schools that the pupils attend after leaving us
- BAM FM (for premises surveillance)
- Third party systems (including InVentry, school's signing in process)

We may be required to share this information with:

- Our Local Authority
- The Department for Education (DfE)
- Ofsted
- Police forces, courts and tribunals
- Health and Social Welfare organisations
- School Nurse
- NHS

## Why we share pupil contacts' information

We do not share information about pupil contacts with anyone without consent unless the law and our policies allow us to do so. The recipient of the information will be bound by confidentiality obligations – we require them to respect the security of data received and to treat it in accordance with relevant legislation.

We share pupil contacts' information in order to comply with our Safeguarding Policy and Health and Safety Policy regarding pupil contacts on school premises.

## Department for Education

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.

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](#). For more information please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

## Local Authority

We may be required to share information about our pupil contacts with the local authority to ensure that they can conduct their statutory duties under

- The [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact:

Data Protection Officer – [dpo@parkside.worcs.sch.uk](mailto:dpo@parkside.worcs.sch.uk)

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office via [office@parkside.worcs.sch.uk](mailto:office@parkside.worcs.sch.uk)

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in January 2025.

## **Contact**

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

Data Protection Officer - [dpo@parkside.worcs.sch.uk](mailto:dpo@parkside.worcs.sch.uk)

## **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 (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education. To find out more about the NPD, go to [National Pupil Database \(NPD\): privacy notice - GOV.UK](#)

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information DfE hold about you**

Under the terms of the UK GDPR, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>