
Parent/Carer Fair Processing Notice

IQRA Primary School understands the importance of Personal Data and has the protection of your data as its core.

Under data protection law, individuals have a right to be informed about how IQRA Primary 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.

We, IQRA PRIMARY SCHOOL, Fernside, Wexham Rd, Slough, Berkshire SL2 5FF, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Spencer West LLP (see 'Contact us' below)

This Fair Processing Notice / Privacy Notice is intended for Parents of prospective Pupil's or current Pupil's and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

What is your personal data?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

What pupil data is being collected?

We hold the following information:

Pupil Identification	Name, Date of Birth, Pupil number, identification documents, photographs, CCTV
Parent Identification	Name, Date of Birth, National Identifier (e.g. National Insurance Number)
Address	Previous addresses, Current address
Contact	Home Phone, Mobile, Email Address
Health Information	Medical Conditions, Allergies, Medicine Requirements, Dietary Needs, Dental health
Pupil Background	Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs

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

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs
- Disability and access requirements

How is pupil data collected?

We collect pupil information via:

- you directly
- external agencies, such as Local Council, Department of Education

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Why is pupil data being collected and how will it be used?

Your Personal Data is required for the Pupil to attend IQRA Primary School, to best meet the needs of the Pupil whilst attending IQRA Primary School and for communications between IQRA Primary School and Parents.

We use this data to:

- Support Pupil learning
- Monitor and report on Pupil progress
- Provide appropriate pastoral care
- Protect Pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Keep Pupil's safe
- to meet the statutory duties placed upon us for DfE data collections

Your Personal Data is processed based on GDPR Legal Basis

We only collect and use Pupil's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
 - We need it to perform an official task in the public interest
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Public Interest	Providing an education. Fulfilling the Safeguarding and SenCo obligations for our Pupil.
Legal Obligation	Details are used for statutory reporting requirements to the Department of Education, Local Council and third parties such as Courts or Police where legally obliged to do so.
Vital Interests	Pupil details may be required, such as allergy information, for their own protection and wellbeing.
Contract	Pupil details may be required to satisfy a contract, such as Nursery.

Less commonly, we may also process Pupil's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use Pupil's 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.

Some of the reasons listed above for collecting and using Pupil's' personal data overlap, and there may be several grounds which justify our use of this data

Who will it be shared with?

Your Personal Data will be shared with:

Local Council	Personal Data will be shared with the Local Council for purpose of Education Provision and performance monitoring.
Department of Education	Personal Data will be shared into the National Pupil Database, owned by the DfE, for the purpose of school funding, educational attainment policy and monitoring. For completing Census returns.
Contractors	Personal Data may be passed to contractors for providing extra activities or clubs.
School Staff	Personal Data will be shared with appropriate members of staff for the purpose of Pupil welfare, such as, understanding medical needs.
Health Providers	Personal Details will be shared with Immunisation and statutory Pupil Health Monitoring services, School nurse, NHS
External Education Resources	Personal Details maybe shared with External Education Resources to allow Pupil's access to extra resources, such as Mathematics, Schools that pupils attend after leaving us. Youth support services (pupils aged 13+)
SENCO Specialists	Personal Data may be passed to Specialists involved with the SENCO provision for the Pupil.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law

How long do we keep your Personal Data for?

We hold pupil data securely while they are 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. We are required to hold your Personal Data until the Pupil is 25 years old.

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:

- Pupil transfer forms
- School census

For more information, please see '[How Government uses your data](#)' section'.

How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of Pupil's and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

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

- schools
 - local authorities
 - researchers
 - organisations connected with promoting the education or wellbeing of Pupil's in England
 - other government departments and agencies
 - organisations fighting or identifying crime
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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 Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>
To contact DfE: <https://www.gov.uk/contact-dfe>

What are your privacy rights?

Parents and pupils' rights regarding 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 Pupil's data where the Pupil is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the Pupil has provided consent.

If you make a subject access request, and if we do hold information about you or your Pupil, 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 Pupil
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer

Under the General Data Protection Regulation (GDPR), Data Subjects have rights about their Personal Data:

The right to be informed	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
The right of access	Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.
The right to rectification	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
The right to erasure	Data Subjects have the right to have their Personal Data erased
The right to restrict processing	Data Subjects have the right to stop unnecessary processing of their Personal Data
The right to data portability	Data Subjects have the right to move their Personal Data between organisations

The right to object	Data Subjects have the right to object to how their Personal Data is being processed
Rights relating to automated decision making and profiling	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/>

IQRA Primary School is registered with the Information Commissioner's Office.

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.

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 **Data Protection Officer** at dpo@iqra.slough.sch.uk
