Pupil Privacy Notice
How We Use Children's Information

Who is responsible for your information?

Mapperley Plains Primary and Nursery School is the data controller for most of the personal information it collects and uses about children who attend or have applied to attend the school. This means the school decides why and how the information is used and is responsible for complying with data protection law.

Where the school is required to provide a copy of information to another organisation, such as the Department for Education or Nottinghamshire County Council, that organisation may become an independent controller for the copy it receives. Where a supplier handles information only on the school's instructions, it acts as a processor under a written contract.

The school's Data Protection Officer advises the school, monitors compliance and provides an independent contact point. The school remains responsible for its compliance as data controller.

What information we may have about you

- your name, address, date of birth, unique pupil number and contact details
- information about your family, parents, carers and emergency contacts
- characteristics such as sex, ethnicity, language, nationality and eligibility for support such as free school meals or pupil premium
- admission, registration, attendance, absence and previous-school information
- assessment, attainment, progress, curriculum, reading, phonics and statutory test information
- special educational needs, disabilities, reasonable adjustments and support plans
- health, medical, allergy, medication, dietary and care information
- safeguarding, child-protection, court-order and professional-involvement information
- behaviour, exclusions, suspensions, rewards, pastoral support and alternative-provision information
- school meals, trips, clubs, wraparound care, transport and activity records
- photographs, video, schoolwork, CCTV and records of your use of school technology and online services
- communications, complaints, requests and records of important decisions about your education or welfare.

Some of this information is called special category information because it is particularly sensitive. This includes information about health, disability, ethnicity and religion. Criminal-offence information is also subject to additional protection.

Why we use your information and our lawful bases

Why we use the information	Lawful basis
Teaching, learning, assessment and reporting progress	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Admissions, registration, attendance, funding and statutory returns	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Safeguarding, child protection, welfare and emergency response	Article 6(1)(c) legal obligation, Article 6(1)(d) vital interests and Article 6(1)(e) public task.
SEND, health, medical support and reasonable adjustments	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Behaviour, inclusion, pastoral support and alternative provision	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Meals, trips, clubs, wraparound care and optional activities	Article 6(1)(b) contract where appropriate, Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
School security, IT administration and CCTV	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Photographs, video, celebrations and publicity	Article 6(1)(e) public task where necessary for school functions or Article 6(1)(a) consent for optional promotional use.

Where we use special category information, the additional conditions which may apply, depending on the purpose, include Article 9(2)(c) for vital interests, Article 9(2)(f) for legal claims, Article 9(2)(g) for substantial public interest and Article 9(2)(h) for health or social care. Where required, the school also identifies a condition in Schedule 1 to the Data Protection Act 2018 and follows its Appropriate Policy Document.

Where the information comes from

We obtain personal information from a range of sources. These may include:

- you and your parents or carers
- application and admission forms and records created while you attend the school

- previous schools, nurseries, alternative providers and the school you attend after leaving us
- Nottinghamshire County Council and the Department for Education
- health professionals, SEND services, social care, safeguarding partners, the police and courts
- approved education, assessment, catering, payment, trip, communication and technology providers
- school staff, governors and other authorised people involved in your education or care.

We will tell you when information must be provided because of a legal or contractual requirement and when providing it is optional. If required information is not provided, the school may be unable to deliver a service, meet a legal duty or protect a child or another person.

Who we may share your information with

We share personal information only where there is a lawful and proportionate reason. We use the minimum information necessary and apply appropriate security arrangements.

- schools and education providers you attend after leaving us or with which you receive shared provision
- Nottinghamshire County Council and the Department for Education
- health professionals, school nursing, educational psychologists, SEND services and other support services
- children's social care, safeguarding partners, the police, courts and other bodies where necessary to protect you or another person
- assessment organisations and providers involved in statutory tests or educational services
- governors, auditors, insurers, legal advisers, complaint panels and regulators where they have an authorised role
- approved suppliers that provide the school's MIS, learning, communication, safeguarding, payment, catering, records and IT services.

Department for Education

The Department for Education collects information from schools and local authorities through statutory data collections, including the school census and statutory assessment collections. The school is required to provide relevant information either directly or through Nottinghamshire County Council.

The Department for Education becomes an independent controller for the copy it receives. It uses education information for funding, statistics, research, policy, accountability and other lawful functions and applies its own security and retention arrangements.

Current Department for Education privacy information for children in early years to key stage 3: GOV.UK privacy information

How we keep information secure

The school uses appropriate technical and organisational measures to protect personal information against accidental loss, alteration, unauthorised access or disclosure. These include access controls, staff training, secure systems, encryption where appropriate, contractual controls over suppliers, backup arrangements and procedures for responding to suspected personal data breaches.

Access is limited to staff, governors and service providers who need the information for an authorised purpose. Everyone who handles personal information is expected to maintain confidentiality and follow the school's Data Protection and Data Security policies.

How long we keep information

We keep pupil information only for as long as it is needed for the purpose for which it was collected, or for a longer period where this is required by law, safeguarding responsibilities, insurance requirements, limitation periods, audit requirements or an active complaint, investigation or legal hold.

Retention periods and the criteria used to determine them are set out in the school's Records Retention Schedule. When information is no longer required, it is securely deleted, destroyed or anonymised. Disposal will be suspended where records are relevant to an active request, complaint, investigation, safeguarding matter or legal proceedings.

Information processed outside the UK

Some organisations providing services to the school may process personal information outside the UK. Where this happens, the school will ensure that an appropriate lawful safeguard is in place. Further information about a specific transfer can be requested from the Data Protection Officer.

Your data protection rights

Depending on the purpose and lawful basis being used, you may have the right to:

- be informed about how your personal information is used
- ask for access to your personal information
- ask for inaccurate or incomplete information to be corrected
- ask for processing to be restricted in certain circumstances
- object to processing in certain circumstances
- ask for personal information to be erased where the right applies
- receive information in a portable format where the right applies
- withdraw consent at any time where consent is the lawful basis
- make a data protection complaint to the school and complain to the Information Commissioner's Office.

These rights are not absolute and do not all apply to every use of information. For example, the school may need to keep information to meet a legal obligation, perform its public functions, protect a child or another person, establish or defend legal claims or preserve an accurate historical record.

The right of access to a child's personal information belongs to the child. When a parent or carer asks to exercise a right on a child's behalf, the school will consider the child's maturity and understanding, wishes and best interests, parental responsibility, any court orders or safeguarding concerns, duties of confidence and the rights of other people. There is no automatic age at which every child is treated in the same way.

Parents of children attending a maintained school also have a separate right to request access to their child's educational record under the Education (Pupil Information) (England) Regulations 2005. A written request must be dealt with within 15 school days, subject to applicable restrictions. This is separate from the child's right of access under the UK GDPR.

How to make a request or complaint

A Subject Access Request or other rights request may be made verbally or in writing. You do not have to use a form or quote data protection law. Please provide enough information to help us identify you and locate the information requested. We may ask for proportionate evidence of identity or authority where this is reasonably necessary.

We normally respond to a Subject Access Request within one month. In limited circumstances, the law allows the time limit to start later, be paused or be extended. We will explain this if it applies to your request. School closure periods do not suspend statutory timescales.

You may also make a data protection complaint if you believe the school has not used personal information lawfully or appropriately. We will acknowledge a data protection complaint within 30 days, take appropriate steps to investigate without undue delay, keep you informed where necessary and explain the outcome without undue delay. A complaint and a rights request are separate processes even where they arise from the same correspondence.

School and Data Protection Officer	Information Commissioner's Office
Mapperley Plains Primary and Nursery School Central Avenue Mapperley Nottingham NG3 5LD Telephone: 0115 964 9360 Email: DPO@mapperleyplains.notts.sch.uk	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline: 0303 123 1113 Website: ico.org.uk/make-a-complaint

Related information

This notice should be read alongside the following school documents, available on the Data Protection and Privacy section of the school website or from the school office:

- Children's Privacy Summary
- Parent and Carer Privacy Notice
- Data Protection Policy
- Use of Photographs and Videos information

Department for Education child-friendly privacy information

Information Commissioner's Office information for children

Changes to this notice

We may update this notice when the law, official guidance or the school's processing arrangements change. Material changes will be communicated through an appropriate school channel. The current version will be published on the school website.