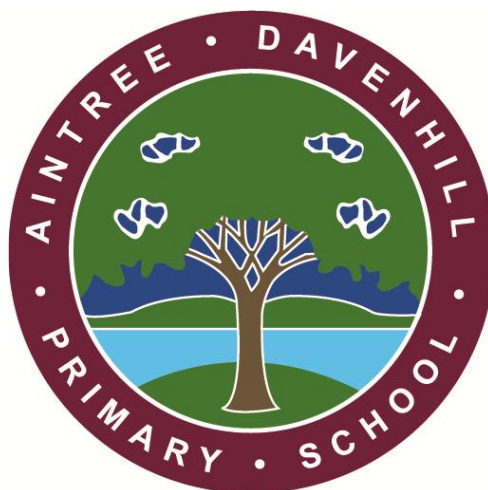


Aintree Davenhill Primary School



Pupil Privacy Notice

Approved by the Governing Board on 1st May 2025

Signed: *A.M. Soul*
(Chair)

Review Date: May 2026

Aintree Davenhill Primary School

Privacy Notice for Pupils and Parents/Carers

Under data protection laws, individuals have the 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.

We, Aintree Davenhill Primary School, is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mr Peter Rafferty. Mr Rafferty can be contacted by email on raff31@gmail.com.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents
- results of internal assessments and externally set tests
- pupil and curricular records
- characteristics, such as ethnic background, eligibility for free school meals or SEND
- exclusion information
- details of any medical conditions, including physical and mental health
- attendance information
- safeguarding information
- details of any support received, including care packages, plans and support providers
- photographs
- CCTV images captured in school.

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 use this data

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
- comply with the law regarding data sharing.

Our legal basis for using this data

The Information Commissioners Office's lawful basis for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever Aintree Davenhill Primary School processes personal data:

- a) **consent:** the individual has given clear consent to process their personal data for a specific purpose
- b) **contract:** the processing is necessary for a contract with the individual, or because they have asked to take specific steps before entering into a contract
- c) **legal obligation:** the processing is necessary to comply with the law (not including contractual obligations)
- d) **vital interest:** the processing is necessary to protect someone's life
- e) **public task:** the processing is necessary to perform a task in the pupil interest or for an official function, and the task or function has a clear basis in law

- f) **legitimate interests:** the processing is necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

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

- we need to comply with a legal obligation
- we need to perform an official task in the public interest.

Less commonly, we may also process pupils' 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.

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

Collecting information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is needed, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How we store this data

We keep personal information about pupils 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. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Data sharing

We do not share information about pupils 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 about pupils with:

- Sefton Council- to meet our legal obligations to share certain information such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- the pupil's family and representatives as agreed with the principal guardian(s)
- educators and examining bodies
- Ofsted
- central and local government
- our auditors
- health authorities – NHS (including school nurses)
- health and social welfare organisations
- professional advisors and consultants
- police forces, courts and tribunals

We will also share information with suppliers and service providers to enable them to provide the service we have contracted them for. When this is done the same data protection standards that Aintree Davenhill Primary School upholds are imposed on the processor. Service providers include:

- B Squared
- Blooket
- Book Creator

- Boxall Profile
- Class Dojo
- CPOMS
- Edmodo
- Education Shed
- ESS Reading Cloud (formally Micro Librarian)
- Evolve (educational visits)
- Fisher Family Trust
- G L Assessment (Testwise, Dyslexia Profile)
- Gmail
- InVentry
- Kooth
- Living Streets (walk to school initiative)
- Maths Circle TT Rock Stars
- National Foundation for Education Research (NFER)
- National Tutoring Programme
- Nuffield Early Language Intervention
- NumBots
- Oxford Owl (Oxford University Press)
- ParentMail
- SchoolComms (Parent Pay)
- Primary Site
- Pupil Perception Surveys
- Reading Wise
- Renaissance Learning
- Seesaw
- Taccomail
- The PE Hub

National Pupil Database

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Aintree Davenhill Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Transferring data internationally

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.

Parents and pupils' rights regarding personal data

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- be informed about how Aintree Davenhill uses personal data.

- request access to the personal data that Aintree Davenhill holds.
- request that your personal data is amended if it is inaccurate or incomplete.
- request that your personal data is erased where there is no compelling reason for its continued processing.
- request that the processing of your data is restricted.
- object to your personal data being processed.

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 13), or where the child had provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If we hold information and a subject access request is made we will:

- give a description of the information
- explain why we are holding and processing it, and how long we can keep it for
- explain where we got it from
- explain who it has or will be shared with
- explain if any automated decision-making is being applied to the data and any consequences of this
- provide the information in an intelligible form

Parents are able to request that only their child's name, address and date of birth are passed to the LA, by informing Mrs Williams, Aintree Davenhill's Data Protection Lead, via email finance.aintreedavenhill@schools.sefton.gov.uk or letter.

Where the processing of data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Aintree Davenhill Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm. Aintree Davenhill Primary School is registered with the ICO under reference Z7386600.

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, Mr Peter Rafferty by email on raff31@gmail.com or telephone: 01515261162.