



## **Dalmain School Parent / Carer / Pupil Privacy Notice**

Dalmain Primary School  
Grove Close  
London SE23 1AS

Our Data Protection Officer (DPO) is Mr Stephen Williams, Head of Information Security and Governance. He can be contacted on either [Stephen.Williams@lewisham.gov.uk](mailto:Stephen.Williams@lewisham.gov.uk) or 0208 314 6212.

### **Policy Statement**

We are Dalmain School. During your child's time with us, we will gather and use information relating to you and your child/ren. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Anything that we do with an individual's personal data is known as data processing, and the school is a data controller: it is responsible for deciding how we hold and use you and your child's personal information.

Where it is necessary, school staff have access to this information in order that they can do their jobs effectively and professionally. This information may be shared with others involved in your child's care. Anyone with access to you or your child's data has been trained in data protection and confidentiality issues and is governed by legal duties in this respect.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data as processed by us.

### **What information do we process in relation to you and/or your child?**

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship/marital status, including any court orders that may be in place)
- financial details (such as bank account or credit card details), and other details such as eligibility for free school meals or other financial assistance
- characteristics such as ethnicity, language, nationality, country of birth
- attendance details such as sessions attended, number of and reasons for absences
- performance and assessment information
- behavioural information, including suspensions and exclusions
- relevant medical information
- Special Educational Needs (SEND) information
- images of pupils engaging in school activities
- CCTV footage and images obtained when you attend the school site

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health. These types of personal data are subject to additional requirements.

### **Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the school site and are captured by our CCTV system (see below).

Whilst the majority of information you provide is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required to by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To relevant Government agencies including the police
- To obtain relevant funding for the school
- To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as a School, or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the school to you
- To safeguard you, our pupils and other individuals
- To enable payments to be made by you to the school
- To ensure the safety of individuals on the school site
- To aid in the prevention and detection of crime on the school site
- To help you access services such as free school meals and SEN support
- To support pupil learning
- To provide appropriate pastoral care
- To assess the quality of our services

3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will always inform you if your consent is required and seek that consent before any processing takes place.

## **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the School site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

## **Failure to provide this personal data**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

## **The lawful basis on which we use this information**

We collect and use information under Article 6, (1) e) of the GDPR: 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, and under Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

## **How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary (in general, this will be until the pupil leaves the school). Some information, such as school registers, examination results, SEND and safeguarding information will be held for longer periods, in line with the guidance of the Information and Records Management Society and following the school's Record Management Policy. For further details, please contact the school.

## **Who will we share your personal data with?**

We routinely share information about you with:

- The local authority, Lewisham, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes.
- The Department for Education [and/or the Education and Skills Funding Agency], in compliance with the legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers, to enable payments to be made by you to the school
- The NHS, to advise on how we can best manage your child's needs
- The school that pupils will attend after leaving Dalmain

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

We also share information about you with third party providers such as Scholarpack, our management information system and The Pantry, our school meals provider. In all instances a Data Protection Impact Assessment is carried out in conjunction with the Local Authority to ensure that your information is used lawfully and held securely. See Appendix A for a full list and the reasons why these providers are used.

We do not share information with anyone without consent unless the law and our policies allow us to do so.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Lewisham council's data sharing process, please visit: <https://www.lewisham.gov.uk/mayorandcouncil/aboutthecouncil/access-to-information/Pages/Data-Protection-Act.aspx>

Contact details for Lewisham council can be found at <https://www.lewisham.gov.uk/contact-us/Pages/default.aspx>

### **Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the school Office Manager at [admin@dalmain.lewisham.sch.uk](mailto:admin@dalmain.lewisham.sch.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data that is likely to cause, or is causing, damage or distress
- Have inaccurate or incomplete personal data about you rectified, blocked, erased or destroyed
- Prevent processing of your personal data for the purpose of direct marketing
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damages caused by a breach of you're the Data Protection regulations

If you want to exercise any of these rights then you should contact the school. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

### **CCTV**

For your safety we record CCTV in the school grounds and reception area. This is kept for no longer than 30 days, unless it is retained for investigatory purposes by the school, the local authority or the police. Under data protection legislation, parents and pupils have the right to request access to footage of themselves. To make such a request, please contact contact the school Office Manager at [admin@dalmain.lewisham.sch.uk](mailto:admin@dalmain.lewisham.sch.uk).

## Concerns

If you have any concerns about how we are using your personal data then we ask that you contact the school Office Manager at [admin@dalmain.lewisham.sch.uk](mailto:admin@dalmain.lewisham.sch.uk) in the first instance. However, an individual can contact the Information Commissioner's Office, should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

## Contact

If you would like to discuss anything in this privacy notice, please contact the school Office Manager at [admin@dalmain.lewisham.sch.uk](mailto:admin@dalmain.lewisham.sch.uk).

## Appendix A

We share your personal information with the following third party providers for the stated reasons:

Inventry: The school registration system: it is used to ensure the safety and security of pupils and staff, manage visitors, and streamline the check-in process.

Scholarpack: The school Management Information System: it is used to maintain certain records as required by law, such as attendance and other pupil information. It centralises essential information required on a regular basis and so improves school administration.

Tapestry: An online learning journal for Reception classes: it is used to track pupils' progress and share it with parents, and to support teaching and learning in general.

The Pantry: Our school meals provider: processing of data is required for such things as children's dietary requirements (including allergies), ensuring the provision of meals that are healthy that meet appropriate quality standards and fulfilling the school's contractual obligations.

Libresoft: Our library management system: it is used to ensure that library resources are used effectively and efficiently, promoting reading among students, and tracking the borrowing of books to prevent loss of resources.

Medical Tracker: The school's medical management and first aid software: it is used to manage health-related incidents effectively and provide quick access to pupils' medical information. This can help in providing immediate care in emergencies. It provides for the ongoing management of long-term conditions such as asthma, diabetes or allergies; relevant staff need access to up-to-date medical records. It enables the school to record and report certain information required by law, such as immunization records or incidents requiring medical intervention. It enables the school to keep parents informed about their child's health and any incidents at school and is important for ongoing care and transparency.

My Concern: My Concern is safeguarding software used by the school to record and manage all concerns related to the well-being of pupils. Sharing information in this way helps with the early identification of potential issues and provides a coordinated approach with external agencies such as healthcare professionals, social workers and other local authority agencies and the police. It enable the school to keep accurate records of concerns, actions taken, and outcomes to ensure the ongoing protection of the child.

ParentMail: The system we use to communicate with parents and carers and manage certain administrative tasks efficiently. It allows the school to send parents and carers updates about school events, closures, outbreaks of illnesses, emergencies and other important announcements. It is used to organise school activities such as school trips, parents' evenings and various consent forms, and it is also used to facilitate payments for certain things such as school clubs and residential trips.

Provision Map: This is a tool we use to document and track the additional support provided to children with Special Educational Needs and Disabilities (SEND). It enables the school to monitor the effectiveness of interventions and other support measures, adjusting them as appropriate. It also enables the school to coordinate support across different teachers, support staff and external agencies involved in a pupil's education, and it ensures the school complies with the legal requirement to document and support the educational provision of pupils with SEND. It also helps to provide the necessary information for funding and/or additional support applications.

The Maths Circle: (Times Table Rock Stars and NumBots) These platforms are designed to help pupils improve their maths skills. Information is shared to create individual user accounts for pupils, and to monitor and track their progress enabling teachers to provide targeted support. It provides a personal learning experience as it adapts to the needs and abilities of each student. It informs parents of their child's progress and engagement and motivates pupils by tracking their achievements.

SixintoSeven: is a GDPR compliant rapid response project to support schools with primary into secondary school transition in a time of uncertainty with many unexpected challenges. It lets schools safely communicate vital information on Year 6 progress to support, amongst many more, lesson planning, curriculum tweaking, early identification of intervention needs with a focus on the disadvantaged as they move into Year 7.

