

**Parents' and pupils' privacy tables May 2019**

**Table 1** – Personal information we are required to process to comply with the law:

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Pupil full name	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system	Consent of the individual to whom that information 'belongs'
			Scholar Pack assessment system Other local schools eg.. for sports events Rapid Reading and Third Space online learning IBS Capita and Office 365	Performance of a public task
Gender	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system Rapid Reading and Third Space online learning	Consent of the individual to whom that information 'belongs'
Date of Birth	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system Rapid Reading and Third Space online learning	Consent of the individual to whom that information 'belongs'
			Scholar Pack assessment system	Performance of a public task
Home address	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system	Consent of the individual to whom that information 'belongs'
First Language	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
Ethnicity	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	Necessary for archiving, historical research or statistical purposes in the public interest	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system	Consent of the individual to whom that information 'belongs'

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Nationality	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
Date of admission to school	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system	Consent of the individual to whom that information 'belongs'
Last school attended - name and address	The Education (Pupil Information) (England) Regulations 2005 Regulation 5	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
National curriculum year group	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system	Consent of the individual to whom that information 'belongs'
			Scholar Pack assessment system Rapid Reading and Third Space online learning IBS Capita and Office 365	Performance of a public task
Unique pupil number	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Eligibility for Free School Meals	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack assessment system	Consent of the individual to whom that information 'belongs'
Proficiency in English	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
Whether a pupil is looked after including the Local Authority with that duty	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Where a pupil has but is no longer looked after, the type of order resulting in this	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task

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Special Educational Needs status, start date, details of needs and provision	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Details of exclusions: start and end dates, number of sessions, fixed length/permanent, reason for exclusion	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Assessment data – end of key stage and Year 1 phonics screening	The Education (Pupil Information) (England) Regulations 2005	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Pupil Annual Reports	The Education (Pupil Information) (England) Regulations 2005	n/a	School to which pupil has transferred	Legal obligation
Attendance records including whether absence was authorised/unauthorised and reason for absence	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Scholar Pack online information management system Scholar Pack assessment system	Performance of a public task
Parents' names and addresses	The Education (Pupil Information) (England) Regulations 2006 Regulation 5 (1)(c)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system	Consent of the individual to whom that information 'belongs'
Parents' telephone number	The Education (Pupil Information) (England) Regulations 2006 Regulation 5 (1)(c)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			School Money online payment system Scholar Pack online information management system Scholar Pack text and email messaging system	Consent of the individual to whom that information 'belongs'
Pupil assessment data (Curricular record)	The Education (Pupil Information) (England) Regulations 2005, Regulation 4		Scholar Pack assessment system	Performance of a public task

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**Table 2** – Personal information we are required to process as it is necessary to protect someone's vital interests

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Medical information including allergies	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Emergency services	Protection of vital interests

**Table 3** - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Parent mobile telephone number	n/a	School Money online payment system	Consent of the individual to whom that information 'belongs'
Parent email address	n/a	School Money online payment system	Consent of the individual to whom that information 'belongs'
Pupil images	n/a	Scholar Pack assessment system Media	Consent of the individual to whom that information 'belongs'

**Table 4** - Personal information we are required to process because it is necessary to do so in order to perform a public task

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Names, telephone numbers and addresses of emergency contacts other than parent(s)	n/a	Scholar Pack online information management system	n/a
Registration group	n/a	Scholar Pack online information management system School Money online payment system	Consent of the individual to whom that information 'belongs'
Child Protection and Safeguarding documentation including concern forms and case documentation	n/a	Local Authority – Children's Services	Legal requirement – Children's Act 1989, sections 17 and 47
		Police	Performance of a public task
Special Educational Needs documentation including SEND provision maps, Personal Learning Plans, Education, Health and Care Plans, reports from external agencies	n/a	Local Authority – Children's Services	Performance of a public task
Dietary restrictions	n/a	School Money online payment system	Consent of the individual to whom that information 'belongs'
Medical information including allergies	Necessary for preventative or occupational medicine	Scholar Pack online information management system	Consent of the individual to whom that information 'belongs'