

Old Church C E (C) Primary School

GDPR Privacy Notice Pupils and their Parents 2018/2019

Headteacher : Ms D Clacy

Chair of Governors: Mrs C Clift

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PRIVACY NOTICE - HOW WE USE PUPIL & PARENT INFORMATION

Our school is the data controller of the personal information you provide to us. This means the school is responsible for deciding how information you provide us with is used. We refer to your information as "personal data" and when we use your information in different ways, this is called "processing". The *General Data Protection Regulation (GDPR)* outlines how personal data should be protected and used appropriately by organisations.

In some cases, your personal data will be shared with other people, organisations or companies. This sharing will only occur after we have sought your permission (consent), unless the law requires us to do so. If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and eligibility for free school meals and Pupil Premium)
- safeguarding information (such as court orders and professional involvement)
- images (such as photographs and CCTV Images).
- special educational needs (including the needs and ranking)
- medical and administration (such as Doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences and absence reasons and any previous school attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behaviour information (number/nature of incidents in which a pupil has been involved and consequences, including exclusions and any relevant alternative provision put in place)

Why we collect and use your information

Our school holds the right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the *GDPR* and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 3 of the Education (Information about Individual Pupils) (England) Regulations 2013

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 it 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)
- we have obtained it as part of fulfilling a contract with you

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to carry out our legal obligations as a school
- to keep children safe
- to comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE data collections

Collecting pupil information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, 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.

The categories of parent information that the school collects, holds and shares includes the following:

- personal and contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- personal and financial information, e.g. national insurance number to check eligibility for free school meals
- information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns
- CCTV Images when you attend the site

Storing pupil data

We hold personal data relating to pupils and their families for the set amount of time shown in our records retention schedule and in line with the school GDPR Data Protection policy.

In accordance with 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.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- learning platforms and communication tools, including Teachers2Parents
- our regulator Ofsted
- suppliers and service providers
- central and local government
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis through data collections. This data sharing underpins school funding and educational attainment policy and monitoring.

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.

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 children in England
- other government departments and agencies
- organisations fighting or identifying crime

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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact aspittle@old-church.walsall.sch.uk who will be able to provide the details for making a Subject Access Request.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively,

you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
aspittle@old-church.walsall.sch.uk