

**September
2019**

PRIVACY NOTICE

How we use pupil information

Baldwins Gate CE Primary School

Privacy Notice (How we use pupil information)



The lawful basis on which we use this information

We collect and use pupil information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to keep informed to keep children safe (for example, a photograph of your child, alongside serious medical condition information, will make them easily identifiable to any staff member in an emergency)
- to assess the quality of our services
- to comply with the law regarding data sharing

We may also receive information from a previous school, local authority and the Department for Education (DfE).

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

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

For <u>all</u> pupils	Personal Information	Name, date of birth, gender, year group, address, class Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions An up to date photograph of your child
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) in Nursery and Reception Other photographic evidence of learning (eg Tapestry) Reports to parents
	Other	Pupil surveys Incidental evidence of pupils' successes (certificates, photographs) Consent forms (photographs, school trips etc)
For some pupils (only if applicable)	Other	Free school meals eligibility Court orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (concerns logged, disclosures, incidents, referrals made to First Response, external agency reports) Special educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records Accident records
All Parents/ Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence Parent Declaration for Early Education Funding (EEF)
	Other	Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

*this refers to those with legal responsibility for the child

Collecting pupil information

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

Storing pupil data

We hold pupil data for no longer than is necessary and in line with the Information Management Toolkit for Schools. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools. A link to the Records Management Toolkit for Schools is available here

<http://irms.org.uk/page/SchoolsToolkit>

Who do we share pupil information with?

We routinely share pupil information with:

- relevant staff within the school
- schools that the pupil's attend after leaving us
- the Local Authority (Staffordshire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Entrust
- Ofsted
- the Department for Education (DfE)
- health professionals – school nurse, speech and language therapist, occupational therapist, educational psychiatrist
- other professionals – educational welfare worker
- NHS (for inoculations, etc)
- Multi-agency safeguarding team and other safeguarding agencies

Information is shared electronically with the following organisations:

- ParentPay - for online payments (<https://parentpay.com/privacy-policy>)
- Schoolcomms – parental engagement/messaging (<https://schoolcomms.com/privacy-policy/>)
- Tapestry – online assessment tool (<https://tapestry.info/privacy.html/>)
- SIMS – management information system for schools (<https://capita-sims.co.uk/privacy-statement>)
- MyMaths – interactive online teaching and homework resource (<https://global.oup.com/privacy>)
- Discovery Education Coding – support for teaching coding in primary schools (<http://www.discoveryeducation.co.uk/privacy-policy>)

Information will only be used for the stated purpose and not processed further.

Why we share pupil information

We share pupils' data with the Department for Education (DfE) on a statutory basis. 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.

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

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-collectionand-censuses-for-schools>.

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, contact Mrs Claire Lowe or Mrs Sarah Riley.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 the School's Data Protection Officer:

Tracey Thorley
Information Governance Unit
Staffordshire County Council
Staffordshire Place 1
Stafford ST16 2DH

Email: dpo.schools@staffordshire.gov.uk

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-pupildatabase-user-guide-and-supporting-information>.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>