



# **Gorse Hall Primary and Nursery School**

## **Privacy Notice for Pupils**

<b>Approved by Governors:</b>	28 March 2018
<b>Date to be reviewed:</b>	March 2019



## Privacy Notice (How we use pupil information)

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

- Personal information (such as name, date of birth, contact details, unique pupil number, school history and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, pupil and service premium, disability and free school meal eligibility)
- Consent information (such as Parental Consents for trips and photographs)
- Welfare information (such as private fostering, adopted from care and looked after children)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment including tests
- Relevant medical information (such as doctor's name, surgery contact details and ongoing medical conditions)
- Dietary information (such as dietary needs, preference and free school meal status)
- Special Education Needs information (such as statement of educational needs and notes of annual reviews)
- Behavioural information
- Photographs
- Accident information (such as first aid incidents, incidents requiring treatment off site)
- External CCTV footage – images are automatically stored for a period of 7 days. If the release of an image is required by a third party the process for this is covered in the CCTV Policy.

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

We collect and use pupil information under the Education Act 1996, 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.*

**Note: We have a legal duty under the DPA and the GDPR to ensure that any personal data we process is handled and stored securely.**

## **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. This voluntary information is detailed on our Consent Form.

## **Storing pupil data**

We hold pupil data for no longer than is necessary. Full details of data retention lists can be found in the Information Records Management Society – Retention Guidelines for Schools which can be found on [www.irms.org.uk](http://www.irms.org.uk)

## **Who we share pupil information with**

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE) on a statutory basis
- NHS – school nurses
- Other relevant external agencies

## **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. 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)

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.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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>

### 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 **Miss A Flood, Headteacher** or the Data Protection Officer, details of which can be found on the school website.

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, we request that you raise your concern with us in the first instance. Following discussion with the School and DPO, if you remain unhappy 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

The School Business Manager or the Data Protection Officer, details of which can be found on the school website.



Student name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Carer name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent Form 2019-20

### Data for which we need your consent

The following list of items of data may be collected about your child in order to help our operation as a school. For each item, the reason for the collection is given. To indicate your consent for the data to be collected, please tick the box at the start of each item.

- Photographs, for identification (in SIMS (our school information system) to help staff recognise pupils)
- Photographs, for publicity and information on the school website and school blog
- Photographs, for publicity and information on Social Media sites
- Photographs, for publicity and information in printed media (eg. School prospectus, newspaper articles)
- Photographs, for sale to parents/carers by external companies (eg. School photographs)
- Photographs, for publicity and information within school (eg. Digital signage, sports teams)
- Video recordings, for educational purposes (eg. English Presentations, Sporting performances and assessments)
- Audio recordings, for educational purposes (eg. English presentations)

### Permission for activities

There are activities in school for which parental consent is required. Please indicate below those activities that you consent to your child taking part in:

- Using the internet at school in line with the ICT Code of Conduct
- Educational and development off site visits during school time

### School Trips

The school will send you information about each trip or event taking place off the school site. This will require your consent.

Gorse Hall Primary School is aware of its responsibilities under the GDPR. When consent is requested on this form, please be assured the data is processed according to the terms of the GDPR and you are free to withdraw your consent at any time.

If you are unclear about any aspects of this privacy notice and consent form, please come and speak to the Headteacher or school office. It would be appreciated if you return the completed consent form to the school office as soon as possible.

Thank you.