

# Privacy Notice

## How we use pupil information



September 2018

A new data privacy law is being introduced in the UK from 25<sup>th</sup> May 2018. As a result, we're publishing a new Privacy Notice to make it easier for you to find out how we use and protect your information. We won't be changing the ways we use your personal information, but the new notice will provide you with additional details.

### **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 free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information

### **Why we collect and use pupil 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 section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'  
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **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 the time specified in the school's data retention policy.

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

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our local authority services, as appropriate, including the School Nurse, Education Welfare, Occupational Therapist and Educational Psychologist
- speech and language therapists – NHS, Bristol Community Health, Phoenix House, Topcliffe Avenue, Wakefield, WF3 1WE
- our behaviour support provider – V. Borel, 17 Seymour Road, Bishopston, Bristol BS7 9HR
- our assessment monitoring provider – Classroom Monitor (Prime Principle Ltd), Sutton Place, 49 Stoney Street, Nottingham, NG1 1LX. Website: [www.classroommonitor.co.uk](http://www.classroommonitor.co.uk)
- our on-line learning journal provider (Reception class) – Tapestry, The Foundation Stage Forum Ltd, 1 Southdown Avenue, Lewes, East Sussex, BN7 1EL. Website: [www.tapestry.info](http://www.tapestry.info)

- our safeguarding monitoring provider - CPOMS Systems Ltd, Unit 7, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE
- our school communication system provider - Teachers2Parents, 2 Darker Street, Leicester, LE1 4SL. Website: [www.teachers2parents.co.uk](http://www.teachers2parents.co.uk)
- our school meals provider – Autograph, Interserve Catering Services Ltd, Capital Tower, 91 Waterloo Road, London SE1 8RT.
- our school meals online payment provider - ParentPay Limited, ParentPay House, 9 Durleigh Road, Bridgwater, TA6 7HU. Website: [www.parentpay.com](http://www.parentpay.com)
- our free school milk provider (children under five) – School Milk Services Ltd, Manor Farm, Collum Lane, Kewstoke, Weston-super-Mare, BS22 9JL. Website: [www.schoolmilkservices.co.uk](http://www.schoolmilkservices.co.uk)
- our school photograph provider - Tulip Photography, Unit 5 Gilda Buildings, Winterstoke Road, Weston Super Mare, BS23 3YS
- our music tutors – South Gloucestershire Music Hub, Little Stoke Primary School, Little Stoke, Bristol BS34 6HY
- our sports coaches - Total Pro Soccer, 15 Hastings Drive, Calne, Wiltshire, SN11 8FS

### **Connecting Care**

Your local council is a partner in Connecting Care, a project which links social care information with health information. The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care will only access their record with a legitimate reason and, if they can, they will ask your permission before they look at it. The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

### **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 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 the Headteacher.

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 Andy Spens, Headteacher.

Tel: 01454 866530. Email: [sthelensprimary@sgmail.org.uk](mailto:sthelensprimary@sgmail.org.uk)