



Sutton Oak C.E. Primary School

## Privacy Notice

How we use pupil information

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You may be aware that from May 25<sup>th</sup> 2018, new laws come into effect governing how schools protect your data. It is essential that every establishment publish a 'Privacy Notice'. In simple terms, this notifies you of why we need to collect data, what data we hold, how it is stored, who we share the data with and why we do this.

We have published more information on our school website. This not only includes this 'Privacy Statement' but also contains details on the rights of individuals in relation to data protection, who to contact to clarify information and how you can request access to your own personal data.

### Why do we collect and use pupil information?

We collect and use pupil information under Article 6 of the General Data Protection Guidelines (May 2018):

6(1) (c) *'Processing is necessary for compliance with a legal obligation or*

*6(1) (e) for the performance of a task carried out in the public interest or in the exercise of official authority'*

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 for medical purposes
- to record incidents of hate crime and racism.
- to record incidents of bullying and harassment.
- to support pupils with additional and special needs
- to comply with safeguarding legislation
- to record exclusions / behavioural information

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

- Personal information (such as DOB, 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, safeguarding information, special educational needs information, exclusions / behavioural information.

### **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**

The following list offers examples of the periods of time that we store data for:

- Pupils' Educational Record: Duration of time in school + 1 year. (This may include samples of pupils' books, case studies and analyses of assessment information)
- SEN records: DOB +25 years
- Child protection Records: DOB +25 years
- Accident record : DOB + 21 years

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the Department for Education (DfE)
- Liverpool Diocesan officers
- local authority officers
- Ofsted
- residential providers (eg. PGL Adventure Holidays)
- sports coach or other out of school club providers
- swimming providers
- staff associated with school trips and competitions
- social care personnel, where relevant
- school nurse service
- other relevant professional agencies
- some third party providers e.g. 'O-Track' Assessment System & School Spider Texting Service)
- school website

### **Photographic / Video Footage of Key Events**

We will seek explicit consent to publish any pictorial or cinematographic images of pupils on our website or upon social media platforms such as 'Facebook'.

Although we do allow parents to take photographs/video key school events (eg. Christmas Nativity), we do not give permission for these to be uploaded to any social - networking site ( eg. You Tube, Facebook).

### **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 - we are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This data sharing underpins school funding and educational attainment policy and monitoring.

### **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 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>.

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 Mr Williams (Head Teacher), Mrs Palin (School Office Manager) or Mrs Alice Edgerton (Data Protection Officer). Contact details can be found below, on our school website, or by contacting our school office on 01744 678690.

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.

### **Contact:**

If you would like to discuss anything in this privacy notice, or have any concerns about a data breach, please contact:

Sutton Oak CE Primary School, Goodban Street, Sutton, St.Helens, Merseyside.WA9 3QD

Contact: 01744 678690

[suttonoak@sthelens.org.uk](mailto:suttonoak@sthelens.org.uk)

Main Data Controller: Mr Iwan Williams, Head Teacher

Contact: [iwan.williams@sthelens.org.uk](mailto:iwan.williams@sthelens.org.uk)

Data Protection Officer: Alice Edgerton (Governor)

Contact: [alice.edgerton@sthelens.org.uk](mailto:alice.edgerton@sthelens.org.uk)