



Privacy Notice About Pupils' Data



Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Our school processes personal data relating to parents, pupils, staff, governors, visitors and others and therefore is a data controller.

The school is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

Glebe's DPO is John Moorhouse Data Protection Consultant Chorus Advisers and he is contactable through the GDPR lead (The Headteacher) who is contactable via office@glebeprimary.org.

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

Data we Collect

- Personal information (such as – name, address, age, unique pupil number, photographs, any special educational needs, free school meal status and whether a family member serves in the military)
- Special Category data (such as – ethnicity, nationality, country of birth, biometric and medical information)
- Attendance and assessment information (such as – sessions attended, number of absences & absence reasons, national curriculum assessment results,).
- Behaviour at school and school actions

Why we use this data

We collect and use the pupil data to:

- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Monitor our effectiveness
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Assess the quality of our services
- Keep pupils, parents and carers informed about school events and school news
- To get in touch with carers and parents when required
- To ensure all medical needs are being met
- To look after the children's well-being.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way

- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

Our lawful basis for using this data

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

How we use the data

In school we also use various third-party tools to make sure that the pupils' best interests are advanced.

We also record details about progress, attainment and pupil development to support future planning and learning.

We use software to track progress and attainment.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

We use systems to take electronic payments for school meals. This includes financial software to manage school budgets, which may include some pupil data.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about school events.

What type of data is collected?

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND and health needs
- Behavioural information – e.g. number of temporary exclusions
- CCTV, photos and video recordings of you are also personal information

This list is not exhaustive.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule below

Basic file description	Retention Period	Action at the end of the administrative life of the record
Child Protection files	Until the child leaves Glebe.	SEND TO NEXT SCHOOL
Allegation of a child protection nature against a member of staff, including where the allegation has been unfounded	Until the person's normal retirement age, or 10 years from the date of the allegation if that's longer	SHRED
Risk Reduction Plans	Retain for 6 years after plan created. Staff to delete from own PC / memory stick annually.	SHRED / DELETE
EHA records / CAF / TAF	Retain for 6 years after plan created. Staff to delete from own PC / memory stick annually.	SHRED / DELETE
Books, folders & test papers	Send books / papers home and shred test papers after 1 year	SHRED / SEND HOME

Pupil Premium tracking documents / passports. LAC tracking.	Sent with child to next school	SHRED / DELETE
Pupil manilla folder	Sent with child to next school	SEND TO NEXT SCHOOL
SEN referral forms	Sent with child to next school	STORE IN MANILLA FOLDER
Behaviour passports	2 years after incident	SHRED
Behaviour Incidents on CPOMS (Child Protection Online Management System)	2 years after incident	DELETE
Emergency pupil contacts register & medical list	12 months	SHRED / DELETE
SEN folders / plans / TAF / Behaviour plans.	Retain for 6 years after plan created. Staff to delete from own PC/ memory stick annually.	SHRED / DELETE
Intimate care plans / Manual handling risk assessments	Retain for 6 years after plan created.	SHRED / DELETE
Medical Health Assessments including dietary assessments	Updated termly unless changes warrant this sooner. Latest copy retained until child has left the school.	SHRED / DELETE
Accident report	7 years after the incident for adults, 25 years after birth for children.	SHRED / DELETE
Medicine administration records	1 year. Emergency non-routine medicine - records to be kept for 21 years and 6 months from date of birth.	SHRED / DELETE
First Aid Log	12 years for children from date of incident	SHRED / DELETE
Absence request forms	3 years	SHRED / DELETE
Permission slips for trips	Until after the event has occurred	SHRED
Evolve School Trip Records including trip risk assessments and pupil lists	Paper copies to be shredded on return except copy in HT office to be kept for one year.	DELETED BY EVOLVE SHRED / DELETE
Signing in late using inventory	1 year	DELETE
Class Dojo	1 year beyond the child leaving primary school	DELETE
Spelling Shed & Doodle Maths	When the child has left the school	DELETE
School internal and external photos permission lists	To be renewed yearly. Previous document kept for 2 years/	DELETE

School Website		Removal of any children who we no longer have permission for.
----------------	--	---

Who we share pupil information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to ensure that it can carry out its statutory duties.
- Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process.
- The Department for Education – to meet our legal obligations to share certain information with it.
- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school.
- Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments.
- Ofsted – to meet our legal obligations.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Survey and research organisations – to help us fulfil our public task.
- Health authorities – to meet our legal obligation to keep our pupils safe.
- Health and social welfare organisations – to meet our legal obligation and to protect the pupils.
- Professional advisers and consultants – to help us fulfil our public task.
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils.
- Police forces, courts, tribunals – to meet our legal obligations to share information with them.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting pupil information

We collect and generate pupil information in a variety of ways including, but not limited to:

- Registration and application forms
- MIS Data collection
- Via Common Transfer File or secure file transfer from a previous school
- In the process of carrying out our public task

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from a Pupil or their Parent / Carer, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Parents and Pupils' rights regarding personal data:

Pupils have a right to make a 'subject access request' to gain access to personal information that the school holds about them (if the data subject is over 12 years old).

Parents / Carers will usually be expected to make a request with respect to their child's data where the child's age (usually under the age of 12) or Special Needs mean the child is not mature enough to understand their rights over their own data, or alternatively where the child has provided consent for them to make the request.

If a valid subject access request is made, and if we do hold data about the pupil, we will:

- Give you a description of it
 - Tell you why we are holding and processing it, and how long we will keep it for
 - Explain where we got it from, if not from you or your child
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. Parents/carers also have a legal right to access to their child's Educational Record.

To request access, please contact Mrs Penney, Headteacher, Glebe Primary School.

Other rights

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress. • Prevent it being used to send direct marketing.
 - Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
 - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
 - Claim compensation for damages caused by a breach of the data protection regulations.
- To exercise any of these rights, please contact Mrs Penney Headteacher, Glebe Primary School. These rights can be exercised by a Parent / Carer on behalf of a child on the same basis that they may make a Subject Access Request.

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

John Moorhouse
Chorus Advisors Ltd
University of Essex,
4th Floor Gateway Building,
Southend-On-Sea,
Essex SS1 1LW,
United Kingdom

