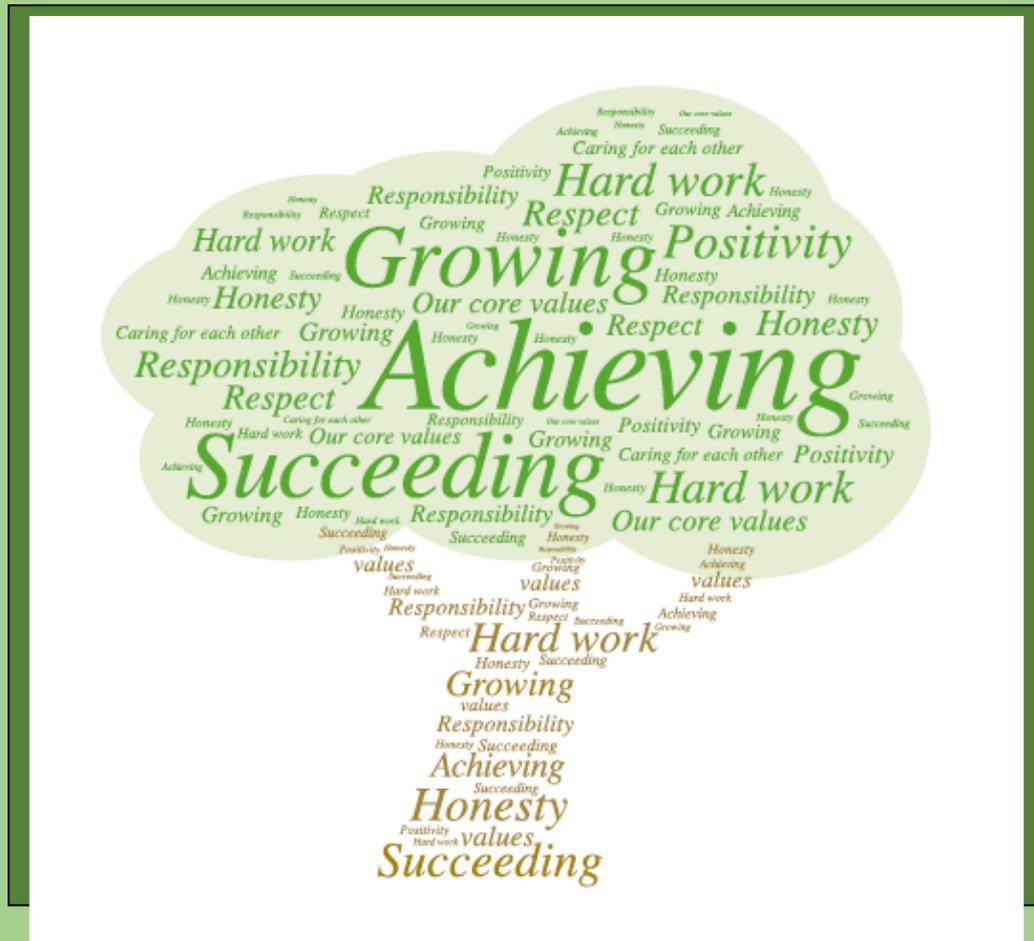


Park End Primary School



Approved By:

Date:

GDPR PRIVACY NOTICE PUPILS

Review Date	Type of Review	Comments	Initials
22/10/2018		New Policy	

Park End Primary School Privacy Notice - Pupils

How we use pupil information

1. As a school Park End needs to collect, store and use data about you, your family and your child. This allows us to operate fully as a school. We use this information to safeguard and educate your child and to ensure school improvement. We collect and hold information relating to our pupils and also may receive information from their previous settings and local authority or Department of Education (DfE). Sometimes data may be outsourced to a third party but only with your consent unless the law requires otherwise. The same standards of protection are required for the third party to adhere to.
2. Mrs K. McFadyen is the Data Protection Officer for Park End. Her role is to monitor and oversee the protection procedures and ensure they are in line with the GDPR. The DPO can be contacted in school on 01642 314309.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information and 'Child in need' information for pastoral support, and wellbeing such as information relating to instances of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information) - instances of being looked after (such as important dates, information on placements) - outcomes for looked after children - adoptions (contact and support information).
- special educational needs such as – Assess, Plan, Do, Review information - EHCP application information - high needs funding - outside agency reports and referrals
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Data which directly relates to the

performance of pupils, or that required by the Department for Education. - Internal assessment records (grades, scores etc.) - Current performance indicators. - School based and nationally set performance targets. - Relevant academic measures and standardised scores - External examination records.

- behavioural information (such as exclusions and any relevant alternative provision put in place)

3. This list is not exhaustive.

Why we collect and use pupil information

4. We collect and use pupil information to educate and support your child through their educational journey at Park End. We use it to support them both academically and personally and to provide a broad and balanced curriculum. We also use data for internal analysis and for local and national statistics performance measures and to report to the Department of Education.

5. We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- communicate with parents.
- plan and coordinate internal and external tests.
- coordinate trips, visits and school events.
- provide access to digital services.
- analyse student performance at individual and group level.
- evaluate and improve our policies and working practices.

The lawful basis for processing this information

6. Park End Primary holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
 - Education Act 1996
 - Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

7. At least one of these will apply when we process personal data:

- a) Consent: clear consent has been given to process personal data for a specific purpose.
- b) Contract: the processing is necessary for a contract we have with the individual, or because they have asked you to take specific steps before entering into a contract.
- c) Legal obligation: the processing is necessary for us to comply with the law.
- d) Vital interests: the processing is necessary to protect someone's life.
- e) Public task: the processing is necessary for us to perform a task in the public interest or for your official functions and the task or function has a clear basis in law.

8. Where we are processing special category data, we will ensure that a condition for processing from the GDPR is used and these can be found in our data protection policy.

9. In some specific circumstances direct consent will be required for systems or processes which enhance the organisation offer such as-

- Media publicity (photographs / videos etc.)
- Test processing (reviews of marking, access to scripts, results publicity).
- Access to digital platforms (via acceptable use policies).

10. We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

How we collect pupil information

11. We collect pupil information via registration and medical forms sent out at the start of each year or from a secure file transfer from a previous school. These are updated throughout the year at parent's evenings and when new information is shared.
12. Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

13. We hold pupil data securely for the set amount of time shown in our data retention policy which can be viewed on request at the school. (Toolkit for Schools)
14. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

15. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE) and their connected systems.
- digital technology and IT platform providers (basic details to provide access).
- Management information system hosts and hosted data analysis systems (for internal use).
- Referral organisations (where applicable).
- Financial systems
- Special Educational Needs organisations (where applicable).
- NHS (school nurse, CAMH's, Speech & Language service, OT, Physiotherapy)
- Sporting organisations (e.g. events).
- Media agencies (if consent given).
- Website/Twitter (promotion of school activities and events – if consent

given).

16. Why we regularly share pupil information

17. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
18. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
19. The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulations and Data Protection Act.
20. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.
21. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).
22. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Park End is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.
23. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:
 - Conducting research or analysis
 - Producing statistics
 - Providing information, advice or guidance
24. The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. Park End Primary will not share your personal information with any third parties without your consent, unless the law allows us to do so.

25. 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>.
26. 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>
27. 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>
28. To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

29. 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 or your child's personal information, contact the school office on 01642 314309 for information about making a Subject Access Request (SAR).
30. 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
 - a right to seek redress, either through the ICO, or through the courts
33. If you have a concern or complaint 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/>
31. *This notice is based on the [Department for Education's model privacy notice for pupils](#), amended to reflect the way we use data in this school.*