



All Saints CE First School Privacy Notice for Parents and Pupils

Why do we collect and use personal information?

We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- To comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number, date of birth 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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data include the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

All Saints CE First School collects and uses pupil information to comply with legal obligation and protection of vital interests

(Ref: Article 6, and Article 9 where data processed is special category data from the GDPR)

Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with our retention schedule which details the length of time for which the personal data will be stored. *(Copy on School Website – awaiting)*

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- Children's Services
- The Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS)
- SEND professionals or educational settings

Why we share pupil information

We do not share personal information 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 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 to be given access to your child's educational record, contact the school office – Mrs Lesley Flannagan (Office Manager)

You also have the right, subject to some limitations 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:

- 🌿 Mrs A Kenny - Head Teacher
- 🌿 Natalie Morrissey - Data Protection Officer dpo.schools@staffordshire.gov.uk

FURTHER INFORMATION

EduSpot (Formerly Teachers2Parents)

In school we use a Texting and Email Service along with a Parents Evening and School Money Payment system, these facilities enables us to communicate directly with parents via email and mobile phone. We would like to reassure you that EduSpot is registered with Data Protection Register and guarantees that all information supplied will be kept private.

Additional Information

PRIVACY Policy (Covid-19) – Temporary Notice

Please note that as the UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that our school take a range of measures to keep everyone safe.

The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. We have to assist this service by keeping a [temporary record](#) of all our visitors for 21 days, in a way that is manageable for our school, and to assist the NHS Test and Trace with requests for that data if needed. This could help contain clusters or future outbreaks.

Given this situation, we are on a temporarily basis collecting and retaining additional information relating to visitors to our school to help the NHS Test and Trace strategy. For this to work, we will be asking everyone who is not a regular member of staff to submit the following details (as applicable):

- Name
- Company
- Date of visit
- Time of arrival and departure

If we already hold your email address and telephone number securely, we will include this in our data collection. If we do not have these details on record, we will collect these from you. We will also record who you visit and are in contact with.

Please support us in making this temporary process as efficient and smooth as possible and where relevant - please notify us in advance of your visit.

We will only share the information when it is requested by a legitimate public health authority e.g. NHS, Appointed Government Representative.