

Privacy Notice Policy for Primary Pupils (GDPR)

Giles Brook School



GILES BROOK SCHOOL

Written by:	Beverley Midwood	Date: 10/03/2020
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Last reviewed on:	18/11/2020
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Next review due by:	10/03/2021
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Privacy Notices: (How we use pupil information)

This Privacy Notice describes how and why we collect, use, store and share information about our pupils. Giles Brook School is a data controller for the purposes of UK data legislation.

The categories of pupil information that we collect, hold and share 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)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Special education needs (including the needs and the ranking)
- Behavioural information (including exclusions and any relevant alternative provision put in place)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Safeguarding information (such as court orders and professional involvement)
- Records concerning participation in learning activities in school, attendance at school clubs and on school trips
- Photos and videos

Why do we collect and use pupil information?

We collect and use pupil information mainly under our legal requirements to provide education.

In particular we use it:

- To support pupil learning
- To monitor and report on pupil progress and attainment
- To provide appropriate pastoral care and keep children safe
- To assess the quality of our services
- To comply with the statutory duties placed upon us for DfE data collections and other legal requirements
- To use and publish images for promotional, information and display purposes (we ask your permission for this)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- We need to comply with a legal obligation, for example under the Education Act
- We need it to perform an official task in the public interest, i.e. to run a school and teach pupils.
- Less commonly we may also process pupil's data in situation where we have obtained parental consent to use it in a certain way, for example photographs
- In addition, data relating to ethnicity and religion is used to undertake equal opportunities monitoring in the public interest under UK equality legislation
- Information on medical conditions is used to protect the vital interests of pupils

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory and essential for the school's operations, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. We will tell you what you need to do if you do not want to share this information with us.

We obtain information from the admission forms parents complete when a pupil joins the school and also from previous schools and settings. We create and retain information about pupils' learning progress and their participation in school activities.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is. ***This information can be found on the document retention policy.***

Computerised records are held on the school's computer system and paper records are locked away when not in use. If we use external systems and providers to process information about pupils, we make sure these suppliers comply with data protection legislation.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Milton Keynes Council)
- the Department for Education (DfE)
- School nurse (name, dob, gender, address, telephone number, parents email)
- School trip venues (if necessary) (name, gender, class, SEN, medical, dietary needs)
- Organisations we commission to deliver or operate services on our behalf, such as Google Apps for education, Education City, CPOMS, Tapestry Journal (For a full list of the services we use, please contact the school office)
- Specialist learning resource providers such as Third Space Learning where we may have to provide individual details of pupils such as SEN
- Other organisations when necessary including auditors, professional advisors, Ofsted, the emergency services, police forces and courts

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. When we share information we only pass the minimum amount necessary for the purpose. We share pupils' data with the Department for Education (DfE) either directly or via our local authority (Milton Keynes) for the purpose of statutory data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about this please see 'How the Government uses pupil data' at the end of this Notice. We are required to share some information with School Nurses under various legislation that deals with Public Health.

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 school office in the first instance office@gilesbrook.co.uk

Depending on the lawful basis for processing a pupil's personal information, you may also have the right to:

- to have personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your or your child's personal data
- withdraw any consent you have given for the taking and publication of photos and videos

To exercise any of these rights or 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 office@gilesbrook.co.uk or dpo@gilesbrook.co.uk 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:

Independent Data Protection Officer: Mrs Beverley Midwood via the School Office, Giles Brook or email dpo@gilesbrook.co.uk

How the Government Uses Pupil Data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- Researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>