

# Greenvale Primary School



## Parents and Pupils Privacy Notice Policy

Policy Date	October 2020
Signed by Head Teacher	Mrs A Allnutt
Review Date	October 2021

Approved by Governing Body		
	J. Reid	Oct 2020
Chair of Governors	Print Name	Date



# Greenvale Primary School

## Parents and Pupils Privacy Notice Policy

Policy Owner – Mrs Amanda Allnutt, Head Teacher and Governing Body

Policy Date – October 2020

Review Date – October 2021

### **Section 1- Monitoring:**

- 1.1 The Head Teacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- 1.2 The policy will be reviewed annually to ensure its effective application.

### **Why We Collect and Use Pupil Information**

- 2.1 We collect and use pupil information under:
  - The Education Act 1996
  - The Data Protection Act 1998
- 2.2 We use pupil data to:
  - Support learning.
  - Monitor and report on pupil progress.
  - Provide appropriate pastoral care.
  - Protect pupil welfare
  - Assess the quality of our services.
  - Comply with the law regarding data sharing.

- 2.3 Personal data that we collect, use and share (when appropriate) about pupils includes, but it not restricted not:
- Contact details, contact preferences, date of birth, identification documents
  - Results of internal assessments and externally set tests
  - Pupil and curricular records
  - Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
  - Exclusion information
  - Details of any medical conditions, including physical and mental health
  - Attendance information
  - Safeguarding information
  - Details of any support received, including care packages, plans and support providers
  - Photographs
  - CCTV images captured in school

### **Section 3 – Our Legal Basis for Using this Data**

- 3.1 We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:
- We need to comply with a legal obligation
  - We need it to perform an official task in the public interest
- 3.2 Less commonly, we may also process pupils' personal data in situations where:
- We have obtained consent to use it in a certain way
  - We need to protect the individual's vital interests (or someone else's interests)
- 3.3 Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
- 3.4 Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Section 4 – Collecting Pupil Information**

- 4.1 Whilst the majority of pupil information that parents provide to us is mandatory, some it is provided on a voluntary basis.
- 4.2 In order to comply with the General Data Protection Regulation, we inform parents/carers whether they are required to provide certain pupil information to us or if they have a choice in this.

### **Section 5 – Storing Pupil Data**

- 5.1 We hold pupil data for the period of time that the child is on our school roll, and until they reach the age of 25 years old. This is in-line with the Local Authority's Data Retention Timescales Document that is available on request.

## Section 6 – Who We Share Pupil Information With

- 6.1 We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.
- 6.2 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
  - The Department for Education
  - The pupil's family and representatives
  - Educators and examining bodies
  - Our regulator e.g. Ofsted,
  - Suppliers and service providers – to enable them to provide the service we have contracted them for
  - Central and local government
  - Our auditors
  - Health authorities
  - Security organisations
  - Health and social welfare organisations
  - Professional advisers and consultants
  - Police forces, courts, tribunals
  - Professional bodies

## Section 7 – Why We Share Pupil Information

- 7.1 We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so.
- 7.2 We share pupil information with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- 7.3 We are required to share information about our pupils with our LA and the DfE under section 3 of “The Education (Information About Individual Pupils) (England) Regulations 2013”.

## Section 8 - Data Collection Requirements

- 8.1 To find out more about the data collection requirements placed on us by the DfE (for example, for the school census) go to <http://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Section 9 – The National Pupil Database (NPD)

- 9.1 The NPD is owned and managed by the DfE and contains information about pupils in schools throughout England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE.
- 9.2 The NPD is held in electronic format for statistical purposes. This information is collected securely from a range of sources including schools, local authorities and awarding bodies.
- 9.3 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 year's census. Some of this information is then stored in the NPD.
- 9.4 The law that allows this is "The Education (Information About Individual Pupils) (England) Regulations 2013".
- 9.5 To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <http://www.gov.uk/education/data-collection-and-censuses-for-schools>
- 9.6 To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
- 9.7 The DfE 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.
  - Providing statistics.
  - Providing information, advice or guidance.
- 9.8 The DfE 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.
- 9.9 Decisions on whether DfE releases data to third parties are subject to strict approval processes and based on 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.
- 9.10 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.
- 9.11 For more information about the DfE's data sharing process, visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- 9.12 For information about which organisations the DfE has provided pupil information, (and for which project), go to <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

9.13 To contact the DfE go to <https://www.gov.uk/contact-dfe>

## Section 10 – Parents’ and Pupil’s Rights Regarding Personal Data

10.1 Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

10.2 Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

10.3 If you make a subject access request, and if we do hold information about you or your child, 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

10.4 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

10.5 If you would like to make a request please contact our data protection officer.

10.6 Parents/carers also have a legal right to access to their child’s **educational record**. To request access, please contact **Jane Davis, Business Manager** by email on: [office@greenvale.medway.sch.uk](mailto:office@greenvale.medway.sch.uk)

## Section 11 – Other Rights

11.1 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

11.2 To exercise any of these rights, please contact our data protection officer.

## Section 12 – Complaints

- 12.1 We take any complaints about our collection and use of personal information very seriously.
- 12.2 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.
- 12.3 To make a complaint, please either contact our Head Teacher, **Amanda Allnutt** on [headteacher@greenvale.medway.sch.uk](mailto:headteacher@greenvale.medway.sch.uk) or contact our Data Protection Officer, **Michelle Glynne** at [office@greenvale.medway.sch.uk](mailto:office@greenvale.medway.sch.uk) Please mark your email as “Data Protection Query”.
- 12.4 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



# Greenvale Primary School

## Pupil Data Permission Agreement

Here at Greenvale Primary School we take your privacy seriously, and will only use your personal information to provide tailored care to your child. From time to time, we will need to contact you, via phone, email etc to provide you with important updates, share relevant news and celebrate your child's achievements. We will input your data onto a system called SIMS, which helps us manage our school smoothly. Your data is also securely held within school and can only be accessed by authorised personnel. Personal information will not be shared with any third parties without your prior agreement to do so.

**Pupil Name:**

Ticking this box confirms you have read, understood and agree to the above statement and give us consent to contact you regarding relevant matters regarding you and your child's personal data held by Greenvale Primary School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Notable objections / restrictions

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If you have any queries regarding this matter, please contact that school office on 01634 409521 or email [office@greenvale.medway.sch.uk](mailto:office@greenvale.medway.sch.uk)