Sheriffhales Primary School

Privacy Notice

Parents / Carers
and Pupils

Privacy notice for parents/carers – use of your child's personal data

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 pupils of our school.

We, Sheriffhales Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mansel Davies (see 'Contact' below).

The categories of pupil information that we collect, hold and share includes, but is not restricted to:

- Personal information (such as name, unique pupil number, contact details (including email addresses of contacts), contact preferences, date of birth, identification documents)
- 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)
- Assessment information - results of internal assessments and externally set tests
- Safeguarding information
- Relevant medical information - details of any medical conditions, including physical and mental health
- Special educational needs information
- Exclusions/behavioural information
- Any accident/incident data regarding pupils

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

- to comply with the law regarding monitoring and reporting on any accidents/incidents to pupils arising out of or in connection with any school activity

The lawful basis on which we use this information

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

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)

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.

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.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Data collected and stored concerning accidents/incidents arising out of or in connection with any school activity is kept until the pupil is aged 21 as the pupil affected by the incident has the legal right to make a claim relating to that incident 3 years after their 18th birthday.

The information held will only be held as long as necessary whilst there is a legal basis for doing so, and not any longer.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the Standards & Testing Agency (STA)
- Ofsted
- the Department of Health

- Shropshire Community Health NHS Trust
- South Staffordshire & Shropshire Healthcare NHS Foundation Trust
- Shrewsbury & Telford Hospital NHS Trust
- Education and Skills Funded Agency
- The National Pupil Database
- Health & Safety Executive
- The LA may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.

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 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 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. This is called a **Subject Access Request.**

To make a request for your personal information, or be given access to your child's educational record, contact;

Mrs Justine Keeling-Paglia, Head Teacher

Sheriffhales Primary School

Tel: 01952 460204

admin@sheriffhalesschool.org

You also have the right to:

- enable correction to data for accuracy.
- request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to obtain and reuse your personal data for your own purposes across different services
- 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, 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/

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Justine Keeling-Paglia, Head Teacher

Sheriffhales Primary School

Tel: 01952 460204

admin@sheriffhalesschool.org

or

Robert Montgomery

Tel: 01952 383103
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Email: robert.montgomery@telford.gov.uk