

Green Haworth C of E Primary School

Privacy Notice (How we use pupil information)

We collect and hold personal information relating to our pupils and may also receive information about them their previous school, local authority and the Department for Education (DfE). We use this personal data to:

- Support our pupils learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, special educational needs and relevant medical information.

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

- Personal information (such as name, unique pupil number 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)
- Assessment information (progress and attainment data)
- Behaviour information (rewards & sanctions, misbehaviour, exclusion and incidents of bullying)

- Special Educational Needs (disabilities or learning difficulties that impact upon a child's learning)
- Safeguarding (Child protection records, causes for concern and incidents are shared with relevant agencies following strict protocols in order to ensure that vulnerable children are properly cared safeguarded)
- Medical information (Medical conditions and allergies)

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

The lawful basis on which we use this information

We collect and use pupil information under 'Article 6' of the GDPR in order to comply with our legal obligations as a school and carry out or duties as educators to protect and support the children and staff in our care. In addition, regarding 'Article 9', the processing of special categories of personal data, we note that there are occasions when using such information is necessary to carry out our obligations.

We have a range of statutory obligations regarding data collection from the Department for Education (DfE) in-line with requirements of the Education Act 1996. Further details can be found on the DfE website:

https://www.gov.uk/education/data-collection-and-censuses-for-schools]

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.

Biometric data

We do not collect Biometric data at Green Haworth C of E Primary School.

Storing pupil data

We hold pupil data for a range of time periods:

1.3 Admissions Process				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operationa
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years the review
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for period of three years after the on which the entry was made.
1.3.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc	Yes		
	For successful admissions			This information should be added to the pupil file
	For unsuccessful admissions			Until appeals process completed

5.1 Pupil's Educational Record				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	
	Primary			Retain whilst the child remains at the primary school

5.2 Attendance				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
5.2.2	Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years

5.3 Special Educational Needs				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]

6.1 Statistics and Management Information				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
6.1.1	Curriculum returns	No		Current year + 3 years
6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years
	SATS records –	Yes		
	Results			The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years

7.1 Educational Visits outside the Classroom				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils

8.1 Local Authority				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years
8.1.2	Attendance Returns	Yes		Current year + 1 year
8.1.3	School Census Returns	No		Current year + 5 years
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use

8.2 Central Government				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW
8.2.2	Returns made to central government	No		Current year + 6 years
8.2.3	Circulars and other information sent from central government	No		Operational use

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS Staff

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

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
- 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:

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