



Rowdown Primary School – Privacy Notice

Dear Parents,

In line with the new Data Protection regulations, there is information we have to share with you about our role as a data controller, and there is also the need for us to gain your written consent for the use of certain data, specifically photographs.

There is a lot of information on the following pages, most of which we are required, by law, to share with you. Please take the time to read through this and be assured that we will continue to treat all personal data the school holds in a controlled and confidential manner.

This information answers these key questions:

- What pupil data do we hold?
- How do we use pupil data?
- How do we collect it?
- How do we store it and ensure confidentiality?
- What are our legal obligations?

Your consent

Previously for many school based matters we have asked you to let us know if you do not wish your child to take part, i.e. website photos, time with our SPIL counsellors. Under new regulations we now need signed consent from you for all these matters.

There are sheets attached asking you for signed consent for the following:

Photos – We want to keep your child safe, but also want you to be able to have memories of school events through photos. There is a form to sign to say that you, or anyone representing you at a school event, can take photos of your child but will not share them with anyone beyond your family. Also, we need your permission for us to be able to use your child's photo for school displays or on the website.

SPIL – Our counselling service is a great place for all children to go to talk at lunchtime about anything that might be worrying them. We now need your permission for your child to access this service. (Please note that this is different to the planned SPIL support for children, which will continue to require meetings with parents before support begins.)

Local Trips – We have a consent form for you to sign to give permission for your child to go with their teachers on trips in the local area, i.e. the park or library.

All the consent forms and GDPR information will also be on the website. Please sign and return the forms for your child/children as soon as possible. After half term staff will be around at the beginning and end of the school day with forms for signing, if this is easier.

We will be collecting this signed consent every year from families, with these initial forms being valid until August 2019.

Please also be aware that on occasions such as Christmas or birthdays, parents do request class lists for Christmas cards or party invitations. When these requests are made, we will share a list of the first names of children but nothing more.

Many thanks for your co-operation in this matter.

How we use pupil information

For the purposes of the Data Protection Act, Rowdown Primary is a named data controller. We collect and hold personal information relating to our pupils, many of this is provided by you when your children join the school, but this also involves things such as the performance data we have produced and attendance data. All of this information is confidential, but shared with you in reports and meetings.

We also receive information about our children from their previous school, the local authority and/or the Department for Education (DfE) and, at times, from other agencies that you will know of who are involved in working with the school and your children.

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
- Medical & administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements).
- Special Educational Needs Information
- Behavioural Information (such as exclusions)
- Safeguarding information (such as court orders and professional involvement)
- Information relevant to entitlement for Free School Meals

Why we collect and use pupil 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 keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

We collect and use personal data for general purposes in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 and Article 9 of the GDPR

- The consent of the data subject has been obtained
- Necessary for the performance of a contract
- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Necessary for compliance with a legal obligation.
- Right to access

Examples:

- Education Act 1996 – for Departmental Censuses for 3 times a year. This information can be found in the census guide documents on the following website

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

- Regulation 5 of The Education (Information About Individual Pupils) (England Regulations 2013

Collecting pupil information

We collect pupil information via the registration forms at the start of the school year or Common transfer File (CTF) or secure file transfer from a previous school. Pupil data is essential for the schools' operational use. 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

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy and Retention policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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)
- Trust
- NHS

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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:
- 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 **R Huque-Dowlet on 01689 842268**.

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:

R Huque-Dowlet on 01689 842268 or e-mail rh@factrust.org