

Data Protection Act 2018

Privacy Notice – Parent / Carers

We need to hold personal information about your child on our computer systems and in paper records to help us with their educational needs.

Your Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School and central Trust staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data.

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 support pupils to decide what to do after they leave this school
- to keep pupils safe

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

- Personal information (such as name, unique pupil number and contact details)
- 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)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information
- Safeguarding information
- Behaviour information
- CCTV (school specific)
- Biometrics (secondary only)

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. We collect information from registration forms, Common Transfer Files, Child Protection Plans, employees and other sources. In order to comply with the 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 information

The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed for our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Ofsted
- Police, courts and tribunals
- Health & Social Care providers
- Youth Support Services

Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

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.

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

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.

Requesting access to your personal data

Under General Data Protection Regulations, 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, please contact our Data Protection Officer directly, who will arrange this within the required time.

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

Parent / Carer information

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

Please note that should you instigate any of your rights under this act, your basic information will be shared with the Data Protection Office who will make contact with you to support you through the processes and procedures.

If you have a concern about the way we are collecting or using personal data, we ask 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>

Signed Permission – Parent / Carer

You must read the information supplied above and return this signed document to the school.

I am the parent / carer of

Class

(If you have more than one child in school, please complete one sheet per child)

Specific Additions:

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I give permission to the school to take/use images of my child, and for these to be displayed in the school with the name of my child and outside of the school for example on the school website, external publications, newspaper and social media

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I give permission for my child's medical information, including allergies to be displayed within the school, which will include the child's name and picture to ensure that all staff are aware of any specific medical needs.

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I give permission to display my child's name with image throughout the school to help with educational purposes and celebrations.

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I give permission to display my child's name with birthday, so we can celebrate your children's birthday.

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I give permission to share my child's information, and relevant health information with sports providers so they can deliver services in school.

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I give permission to share my child's information with third parties' organisations when we go on trips and events to meet health and safety requirements.

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I give permission to share detailed information when my child attends a residential, to ensure that my child is kept safe, and this will include medical information, which will be returned to the school afterwards.

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I give permission to share basic class lists, including names and parent/carers contact details to NHS commissioned organisations who will then seek permissions from you to carry out checks on your child. Please note that on some occasions we are legally required to do this.

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I give permission to share information with new schools, when my child transfers to them, which may be done verbally or physically.

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I give permission to share my child's name and basic details with third party learning resources the school purchases to facilitate learning.

Name		Signed		Date	
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I understand that as the parent / carer, I have the right to give the school permission to hold and use information about me and the children named above.

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I also have been made aware of my rights within the General Data Protection Regulations and how I can contact the data protection officers.