

# Newton Flotman Church of England Primary School



## Data Privacy Notice

**Responsible Person**

The appropriate responsible person for the updating of this policy is: **The Head Teacher**

**Review and Monitoring:**

This policy will be reviewed every year.

Reviewed:

Next Review due:

**Reviewed by:**

Version	Author	Summary of changes	Date	Approver
1.0 draft	J Johns		1-11-18	

## Collecting pupil information

Whilst most of the 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

When storing personal data, we need to consider why we are storing it and how we will store it, including for how long. The **Newton Flotman Primary School Retention document (Appendix 2)** details the data we collect and our retention of this information.

## Why we collect and use this information

We use the pupil data:

- to support, provide, monitor and report on pupil learning;
- to provide appropriate pastoral care (medical needs, safeguarding)
- to assess the effectiveness of our services;
- to meet the statutory duties placed upon us for DfE data collections, safeguarding, SEN provision, attendance and other duties.

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

- Personal information (such as name, date of birth, unique pupil number, contact details and address);
- Family information (who has parental responsibility, names of parents/carers, siblings, contact details)
- Records of contact with parents/carers eg phone calls, face to face meetings
- Attendance information (such as sessions attended, number of absences and absence reasons and previous schools attended);
- Assessment information and education records;
- Pupils' named books and other named work
- Special Educational Needs information;
- Behaviour information (such as achievements, records of incidents, exclusions, internal exclusions and detentions);
- Safeguarding and Child Protection reports and disclosures including court orders and professional involvement;
- Photographs and video clips;
- Special category data (Processing of personal data revealing racial or ethnic origin, religious or philosophical beliefs, data concerning health):
  - Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
  - Health and medical information (such as dietary requirement, medication details, doctors' information, dental health and allergies);

## The lawful basis on which we use this information

Where medical data is being processed, this is processed under a legal obligation (**Children and Families Act 2014 which includes a duty on schools to support children with medical conditions**);

Safeguarding data is processed under the legal obligation of **The Education Act 2002. Sections 21 and 175** detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.

**Education Act 1996**, relating to attendance at school.

**Children and Families Act 2014** includes a duty on schools to support children with medical conditions;

The **Equality Act 2010** (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at a substantial disadvantage compared with their peers;

**Section 3 of the Children Act 1989** places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child;

We collect and process pupil information under **Article 6 of the General Data Protection Regulation (GDPR)** to perform our official function (public task).

We collect and process pupil information classed as Special Category data, e.g. race, ethnicity etc under **Article 9 of the General Data Protection Regulation (GDPR)** to carry out tasks in the public interest.

## Information sharing

Who we share with	What information is shared	Why we share and how we limit sharing
Schools that the pupil's attend after leaving us;	Personal information, Family information, Records of contact, Attendance information, Assessment information, Pupils' named books and other named work, Special Educational Needs information, Behaviour information, Safeguarding and Child Protection records, Photographs and video clips, Special category data – Characteristics, Special category data – Health and medical information,	Public task
Our local authority;	Attendance information, Assessment information, Special Educational Needs information, Safeguarding and Child Protection records, Special category data – Characteristics, Special category data – Health and medical information	Public task
The Department for Education (dfe);	Attendance information, Assessment information, Special Educational Needs information, Safeguarding and Child Protection records, Special category data – Characteristics, Special category data – Health and medical information	Public task
National health service	Personal information, Special category data – Characteristics, Special category data – Health and medical information	Public task

Photography companies;	Personal information (name and class only)	Parental consent
Pupil Asset (Management information system)	Attendance information, Assessment information, Special Educational Needs information, Safeguarding and Child Protection records, Special category data – Characteristics, Special category data – Health and medical information	Public Task – the school is legally required to collect, manage and process this information
NORSE (catering company)	Personal information (name and class only); Special category data – Health and medical information	Public task – the school is required to supply meals, and to support medical needs
After school club providers	Personal information (name and class only); Special category data – Health and medical information, Special Educational Needs information, Safeguarding and Child Protection records	Safeguarding task: activity providers need this information to keep children safe and to report any concerns
External PE coaches	Personal information (name and class only); Special category data – Health and medical information, Special Educational Needs information, Safeguarding and Child Protection records	Safeguarding task: all staff need this information to keep children safe and to report any concerns
Transport agencies	Personal information (name, age address, contact numbers); Special category data – Health and medical information	Parental consent This information is essential for transporting children to and from school safely
Educational visits establishments	Personal information (name, year group, school); Special category data – Health and medical information	Safeguarding task Safeguarding task: all staff need this information to keep children safe
Volunteer helpers on visits	Personal information (name, age); Special category data – Health and medical information (allergies, care plans, behaviour plans)	Parental consent on visit consent form Information required to keep children safe
Volunteer helpers in school	Personal information (name, year group, school)	Required to undertake tasks eg hearing readers
<b>Online learning services:</b>		
Norfolk cloud portal – access to email & online services; access to online curriculum resources (Discovery Coding, Espresso)	Personal information (name, year group, school)	Minimum information required to provide service
Mathletics - maths	Personal information (name, year group, school)	Minimum information required to provide service
Times tables rockstars - maths	Personal information (name, year group, school)	Minimum information required to provide service

Amaven – PE website used to demonstrate impact of our PE spending	Personal information (name, year group, school)	Minimum information required to provide service
EVOLVE - required by local authority insurers for authorising educational visits	Personal information (name, year group, school); Special category data – Health and medical information (allergies, care plans, behaviour plans)	Public task Local authority duty to keep children safe
Visible information in school (potentially accessible to visitors to school): information in these cases is very limited, often not even including a surname		
School displays	May include: personal information (name, year group, school); photos; schoolwork	Inside school
Pupil books	Personal information (name, year group); schoolwork; marking	Stored in classrooms; placed in waiting spaces for parents' evenings
Rotas	Personal information (name, year group)	Displayed in classrooms
Pupil lists eg Houses, seating plan	Personal information (name, year group)	Displayed in classrooms
Easily accessible information in school (potentially accessible to visitors to school): information in these cases is quite detailed and forms a reference for all staff to ensure that children's needs are met consistently – we believe that we can do this more effectively if information is readily available to staff		
Allergy information	Personal information (name, year group); Special category data – Health and medical information (health condition)	List kept on board in staff room
Care plans	Personal information (name, year group, date of birth, address, contact numbers); Special category data – Health and medical information (health condition, signs to look for, actions to take in case of symptoms)	Kept behind photos of pupils in staff room
Behaviour plans	Personal information (name, age); behaviour information (likes, dislikes, triggers, strategies to manage individual's behaviour)	Kept in folder on board in staff room
Photo preferences	Personal information (name, age); information about withdrawal of consent for photos	Kept in class registers kept in office
Attendance information and lunch preferences	Personal information (name, age); class register for the week; meal preferences for the week	Kept in class registers in office; Information only visible for one week

## 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>.

## 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: [head@newtonflotman.norfolk.sch.uk](mailto:head@newtonflotman.norfolk.sch.uk)

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

Data Protection Officer: Mr Jamie Roberts [jroberts8nr5@nsix.org.uk](mailto:jroberts8nr5@nsix.org.uk)

If you would like a copy of any documentation please contact the school office:

[office@newtonflotman.norfolk.sch.uk](mailto:office@newtonflotman.norfolk.sch.uk)

All the above can also be contacted at

Newton Flotman Primary School, School Road, Newton Flotman, Norfolk NR15 1PR

Phone: 01508 470379

## Appendix 1

### 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 to, (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>

## Appendix 2