



## GILLINGSTOOL PRIMARY SCHOOL

*Striving for excellence*

# Privacy Notice (How we use pupil information)

This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act. and General Data Protection Regulation

## The categories of pupil information that we process include:

|                                      |  |   |
|--------------------------------------|--|---|
| For all pupils                       | Personal Information                     | Name, Date of Birth, Gender, Year Group, Class, Address, Contacts<br>Dietary needs, dietary preferences<br>Medical practice address and telephone number<br>Medical conditions  |
|                                      | Characteristics                          | Ethnicity, language, nationality, country of birth  |
|                                      | Attendance Information                   | Sessions attended, number of absences, reasons for absence  |
|                                      | Academic attainment and progress records | Teacher Assessment grades<br>Statutory assessment results<br>Standardised score results<br>Learning journey evidence (photographs and annotations)<br><br>Other photographic evidence of learning<br>Reports to parents (mid-year and end of year)  |
|                                      | Other                                    | Pupil Surveys<br>Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)   |
| For some pupils (only if applicable) | Other                                    | Free School Meals eligibility<br>Court Orders<br>Other pupil premium eligibility (such as if the child is looked after)<br>Safeguarding records (incidents, external agency reports<br>Special Educational needs records (professional assessments, external professionals' reports, referrals for external support)<br>Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings)<br>Exclusion information<br>Behaviour incident records |
| All Parents/Carers*                  | Personal Information                     | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts)<br>Free school meals eligibility evidence  |
|                                      | Other                                    | Parents' surveys<br>Letters sent to school<br>Emails sent to school<br>Financial payments, including debt (both manual and electronic)  |

\*this refers to those with legal responsibility for the child

This list is not exhaustive

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- To support pupil learning
- To keep informed to keep children safe
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processed such data because we have: (6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above. (6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies). (6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

Special Categories of data are set out in Article 9 of the General data Protection Regulation. The school processes such data because we have: (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## How we collect pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.gillingstool.org.uk](http://www.gillingstool.org.uk)

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school
- CHIS (Children Health Information System)

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

## **Why we regularly 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.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## CHIS

As you may be aware, the CHIS is an essential database which supports the effective delivery of child health services by linking data from across a range of partner organisations, including:

- Antenatal services
- Birth and death notifications
- Childhood immunisations
- Screening and health checks
- School enrolment
- Demographic information

NHS England are responsible for commissioning the CHIS on behalf of Public Health England (PHE). Following a recent re-procurement exercise, Health Intelligence Ltd were commissioned as a single provider of the CHIS across the South West. South Gloucestershire Council is supporting NHS England and Health Intelligence to implement the new CHIS which is due to launch on 1 July 2018. This includes the arrangements to share school enrolment data under a Data Sharing Agreement which is compliant with GDPR and DPA 2018

## Privacy Notice – NHS Test & Trace Addendum

### (How We Use Pupil, Parent, Staff, Governor & Visitor Information)

This addendum to our Privacy Notice explains how and why we may share stakeholder personal information with the NHS Test and Trace service.

### Who We Share Pupil Information With

During the period of the coronavirus pandemic (which is as yet an undefined length of time), we may share stakeholder information with:

- NHS Test and Trace Service

## Why We May Share This Information

We do not share information about our stakeholders with anyone without consent unless the law and our policies allow us to do so. The NHS Test and Trace service may collect information from educational settings in order to allow for the operation of the service and enable contacts to be effectively traced. Information that will be requested and shared where necessary is:

- Name
- Contact phone number and/or email address

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processes such data in this instance because we have:

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (i.e. our legal responsibilities around public health).

Information provided to the NHS Test and Trace service is held in strict confidence and is only kept and used in line with the Data Protection Act 2018.

## 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 SchoolPro, TLC Limited Harper Sheldon, Midway House Herrick Way, Staverton Technology Park, Staverton, Cheltenham, Gloucestershire, United Kingdom, GL51 6TQ

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:**

**SchoolPro TLC Limited Harper Sheldon, Midway House Herrick Way, Staverton Technology Park, Staverton, Cheltenham, Gloucestershire, United Kingdom, GL51 6TQ.**

**02032909093**

**GDPR@schoolPro.uk**

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### 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)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per

year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>