

# Mundella Primary School Policies

## MUNDELLA PRIMARY SCHOOL

### PRIVACY NOTICE – Pupils/Parents



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## Introduction

Mundella Primary School is a 'data controller' under the Data protection Act. As a data controller we determine the purposes and means of processing personal data.

The Data Protection Officer (DPO) for the school is Toby Wilson (EduDataPro) and is contactable via **toby@edudatapro.com**.

Being transparent and providing accessible information to individuals about how we will use personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

The Privacy Notice aims to identify personal data we gather, who uses this data, who we disclose the data to and how we manage this data.

Personal data is anything that can identify a person directly or indirectly in particular by reference to an identifier.

This policy should be read in conjunction with the Data Protection Policy.

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

### Pupils

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as gender, ethnicity, disability, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and enrolment data, including from former educational establishments
- Behaviour data
- Medical information
- Special educational needs information
- Safeguarding or child protection information, either generated by ourselves or provided by other agencies
- Assessment and attainment information
- Pupil images
- Computer use history, including web browsing history and email records;
- CCTV images

### Parents

- Personal Information (name, address, telephone numbers, email address)
- CCTV images

## 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 assist with supervision and safety of pupils
- To comply with the law regarding data sharing

We use parent/ carer data:

- To enable communication with the parent carer
- To assist with supervision and safety of pupils

### **The lawful basis on which we use this information**

We may use multiple lawful basis' for processing different information.

Pupils

- Legal obligation: Processing of information is necessary under Article 6(1)(c) of the GDPR to comply with law
- We collect and use pupil information under Article 6(1)(e) of the GDPR so that we can carry out a public task
- We collect and use pupil information under the Education Act 1996

### **Collecting information**

Whilst the majority of 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 ask for your consent where we need to collect information that is not mandatory. Where consent has been given this can be withdrawn at a later date by contacting the school office.

### **Storing data**

We store data electronically and also have paper filing systems. Where data is stored electronically this is always password protected. Paper files are kept locked away.

CCTV footage is stored for 7 days unless there are specific circumstances that fall under Article 6e of GDPR that would allow us to retain footage for a longer period.

### **Data retention**

We have a legal obligation to hold data for different periods of time. Examples of this are:

- paper copies of pupils' reports are kept whilst ever the child is at our school and then are passed on to the next school or to the local authority
- paper attendance registers are kept for 3 years after the end of the academic year to which they relate after which they are shredded

Please see our Retention Policy for more information.

### **Who we share information with<sup>1</sup>**

Pupils

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority (Sheffield City Council)
- The Department for Education (DfE)
- Special Educational Needs support agencies
- School Nurse
- Multi Agency Support Team

Where the data sharing is not undertaken on a statutory basis, we will ensure that we have either:

- A contractual agreement for the sharing of data with the company concerned demonstrating compliance to GDPR; or
- A copy of an up-to-date privacy statement from the company that satisfactorily demonstrates their compliance to GDPR for the purposes of the data sharing concerned. This will include those companies where a pupil is directed by the school to register online using their school email address.

A register of companies with whom we share data on a non-statutory basis is maintained by the school and currently includes:

- CPOMS - to log safeguarding information as part of our statutory obligations as per the requirements 'Working Together to Safeguard Children, September 2018.'
- Companies involved in providing catering services to the school – currently Taylor Shaw and Cypad – in order to provide meals to pupils at lunchtime
- Companies taking school photographs – currently Braiswick Photographic Company Ltd – in order that we can provide parents with an opportunity to purchase school photographs
- Companies providing payment services for parents – currently Parentpay and Cypad – in order that parents can make electronic payments to school
- Purple Mash – to support the use of computing and digital skills across the whole curriculum
- 2Simple (Foundation Stage and Nurture pupils only) – in order that parents are kept informed of their child's progress
- TT Rockstars – to enable students to access online activities to support with learning in Mathematics
- Get Set4 PE – to support PE planning and assessment
- Bedrock Learning - to support pupil vocabulary learning and assessment
- Boxhall Profile – to support pupil assessment
- Companies involved in providing school swimming lessons – Currently Sheffield City Council and Graves Leisure Centre
- Cycle North – to enable pupils to have cycling lessons
- ICT & Data Services Group /Tracker+ - to enable the school to assess the pupils progress
- Companies involved in residential school trips – currently Kingswood Learning and Leisure Group Ltd, The Deep, Weston Park Museum
- Companies providing a communication system – currently Scholarpack - in order for parents to receive emails
- Schools that the pupil attends after leaving us – we have a statutory requirement to share information that is recorded on the Common Transfer Form (CTF) with a new school, see <https://www.gov.uk/government/collections/common-transfer-file> for further information. We may also be required to share additional information as part of our statutory obligations as per the requirements 'Working Together to Safeguard Children 2018.'

## **Why we share information**

### Pupils

- 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 201

## **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>

## **Pupils: 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, go to:

<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), go to:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Requesting access to your personal data**

Under data protection legislation, parents, pupils and any other adults have the right to request access to the information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact the Business Manager in writing.

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
- 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, go to: <https://ico.org.uk/concerns/>

### **Contact**

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

School Business Manager  
Mundella Primary School  
0114 2551348  
[enquiries@mundella.sheffield.sch.uk](mailto:enquiries@mundella.sheffield.sch.uk)

Data Protection Officer  
Toby Wilson  
07472 881114  
[toby@edudatapro.com](mailto:toby@edudatapro.com)