



SPRINGWOOD PRIMARY SCHOOL

PRIVACY NOTICE FOR PARENTS AND CHILDREN

Executive Head Teacher: Mrs. Jacqui Wennington

Head Teacher:	Jacqui Wennington
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Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under The Data Protection Act 1998, which is designed to ensure that personal data held by the council is looked after properly. We will collect, use, and store personal data about you according to the principles set down in the Data Protection Act.

The rules which govern the council's use of personal data are the Data Protection Principles which state, in accordance with article 6 of The General Data Protection Regulations (GDPR) coming into force May 2018, data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries without adequate protection

We use the data:

- to support pupil learning and development
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to monitor and report on safeguarding and health and safety
- to comply with the law regarding data sharing
- to back up IT data
- to communicate with parents and emergency contacts

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 and dietary information
- Special Educational Needs information
- Exclusions/behavioural information

The categories of parents that we collect, hold and share include:

- Personal information (such as name, address, telephone number and email, parental rights)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)

The categories of emergency contact information that we collect, hold and share include:

Personal information (such as name, address, telephone number and email)

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 inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing data

The data we hold is centrally stored in a combination of data and web based systems (which require approved log ins) such as ARBOR, CPOMS, EVOLVE, ACCESS and Microsoft 365 which is also backed up on a server managed by Fingertip Solutions, RM and Salford LA. All are in environmentally managed and redundant UK based Data Centres.

Hard data relating to pupils, parents and emergency contacts are stored in locked filing cabinets or locked rooms which have limited unsupervised access.

No data is stored on non-school electronic devices.

All school electronic devices are encrypted.

We hold pupil data for periods of time as detailed in the Retention Schedule.

Who we share information with?

We routinely share information with:

- schools that the pupil's attend after leaving us
- our Local Authority
- other Local Authorities
- the Department for Education (DfE)
- the Department of Health
- LINK Education Trust
- Fingertips Solutions
- RM
- Capita
- CPOMS
- EVOLVE
- SOLAR
- ARBOR
- ACCESS
- SCHOOL COMMS
- WEDUC

Why we share information

We do not share information about our pupils, parents and contacts with anyone without consent unless the law and our policies allow us to do so.

We share 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 local authorities (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data is shared with Fingertip solutions, RM and Salford LA for ICT server backup purposes.

Data is shared with ACCESS, School Comms, SAP Salford LA for financial purposes

Data is shared with Capita, ARBOR, WEDUC, CPOMS and EVOLVE for safeguarding and health and Safety reasons.

Data is shared with SOLAR and other web-based curricular planning and tracking providers to support the curriculum and to track children's learning.

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)

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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, (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 a member of staff.

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, 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/>

If you would like to discuss anything in this privacy notice, please contact: Val Williams School Business Manager on 0161 778 0022 or email on val.williams@salford.gov.uk or alternatively contact the Data Protection Officer - Debbie McCarron on 0161 793 3008 or by email info@governance@salford.gov.uk

Or

- Information Management on 0161 778 0149 or email information.unit@salford.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Tel: 0370 000 2288
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk