



FRESHFORD CHURCH SCHOOL

Privacy Notice (May 2018) : How we use information about pupils in our school setting Data Protection Act 1998:

Why do we collect and use pupil information?

We collect and use personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support pupil learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (food allergies or emergency contact details)
- meet the statutory duties placed upon us for DfE data collections

Whilst not exhaustive, the categories of pupil information that we collect, hold and share include :

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information and both internal and external support (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Phonics, Key Stage 1 and KS2 teacher assessment and test results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information relevant to children attending school trips and activities
- catering requirements and free school meal management
- identify management / authentication

How do we collect pupil information?

Pupil data is essential for the school's operational use. Whilst the majority of 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 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 information

We hold data securely for the set amount of time shown in our data retention schedule. The vast majority of information is now stored securely electronically. Any hard copies kept are stored



securely on site. For more information on our data retention schedule 'Information and Records Management Society - Records Management for Schools update 2017) and how we keep your data safe, please contact

Helen Lorraine, School Business Manager

Who do we share pupil information with?

We routinely share pupil information with:

- schools to which children transfer
- our Local Authority (B&NES)
- the Department for Education (DfE) via Secure Access
- Bath & Wells Multi-Academy Trust
- school nursing team and other specialist support services, ie : Speech & Language/OT/Ed Psych/audiometrician
- Fisher Family Trust (who access the DfE database to analyse the performance of our school)
- ScholarPack which has now replaced SIMS.Net for holding pupil database securely within ISO 27001 system and use industry standard encryption to protect data in transit and at rest
- Parentmail used solely for purposes of e mail and text communications with parents
- ParentPay
- SeeSaw for sharing your children's work with you (forename and class only)
- Doodlemaths (forename and class only)
- ITrack Primary and School Pupil Tracker for recording attainment and progress
- Mid-Somerset Festival for Verse Speaking & Creative Writing entries – basic pupil data including DOB for registration

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.

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 (Bath & North East Somerset LA) and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 regulation 5 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.

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 :

Helen Lorraine, School Business Manager or Pippa Aitchison, Administrator

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 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:

Helen Lorraine, School Business Manager or Pippa Aitchison, Administrator

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>