



Building strong foundations, unlocking potential.

Dear Parents/Carers,

On the 25th May 2018 there is a big change happening to privacy laws in the UK.

The new General Data Protection Regulation (GDPR) gives everyone more control over how personal information is used in all aspects of our lives and of course our children's lives.

As we've always done, we will continue to collect, use and store your data safely and securely.

What follows is a Privacy Statement.

You will have seen a similar one in the Prospectus. What follows is an updated version to comply with the new data protection regulations.

It explains:

- the data we hold
- why we collect and use this information
- the lawful basis on which we use this information
- how we store pupil data
- why we share pupil information
- your rights
- contact details
- and how the Government uses your data.

I hope you find it useful and reassuring. Further information can be found on the school website under the Policies Tab. Look for Data Protection.
www.woodmanseyprimary.school

Yours sincerely

A handwritten signature in cursive script that reads "Nicholls".

Mrs. B Nicholls
Head of School

DATA PROTECTION ACT 2018

Privacy Notice (How we use pupil information)

- **The categories of pupil information that we process 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)
 - attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
 - assessment and attainment (such as key stage 1 and phonics results, teacher assessments)
 - medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
 - safeguarding information (such as court orders and professional involvement)
 - special educational needs (including the needs and ranking)
 - behavioural information (such as exclusions and any relevant alternative provision put in place)
 - Pupil Premium Eligibility (such as Looked After Status and Forces)
 - information from other Agencies for the wellbeing, safeguarding and protection of children.
 - Further information provided by parents/carers.

Why we collect and use this information

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

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

The lawful basis on which we use this information

We collect and use pupil information as we have a legal obligation under the Education Act 1996 because we are providing a public service. **Data processed is special category data from the GDPR-from 25 May 2018.**

This information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How we collect pupil information

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

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 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 according to the legal requirements set for each data category. These can be found on the School Website under Data Protection: The Retention Cycle. The Retention Schedule is divided into five sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we 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 (LA) and the Department for Education (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 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.

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 **Mrs. Jennifer Wilson** jwilson@molescroftprimary.net

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:

Mrs. Jennifer Wilson, Data Protection Officer
jwilson@molescroftprimary.net

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/dfе-external-data-shares>

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