

Privacy Notice – Pupils

(How we use pupil information)

To run the school and help learning and achievement, Forest Park Primary School collects and uses information about pupils. In this document Forest Park Primary School is referred to as 'We' or 'Ours'. Pupils are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about pupils?

We collect many different categories of information, for example:

- Personal details and contacts (such as name, unique pupil number, contact details and addresses)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Family details
- Admission records
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, allergies, medication and dietary requirements)
- Behaviour records (such as exclusions and any relevant alternative provision put into place)
- Behaviour management records
- Assessment and attainment (such as KS1 and Phonics results, KS2 results etc)
- Free school meal management
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of school IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting you for your learning
- Records of any school equipment loaned to you
- Information about plans for career or post 16 education choices

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin

Why we collect and use this information

We use the information

- To support the admissions process
- To support your learning
- To monitor and report on your academic progress and attainment
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To assess and check the quality of our services
- To keep children safe (food allergies, emergency contact details)
- To meet the statutory duties placed on us for DfE data collections

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Recording your attendance at school each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]
For example: Giving detail of health conditions to the emergency services

- Because it is part of delivering a public service [Article 9(2)(g)]
For example: Holding data on any medical condition so that we can help you manage it

How we collect your information

- Admission registration forms
- Data collection sheets
- Common Transfer files (CTF) from other schools
- Pupil Detail change request forms

Pupil data is essential for the schools' 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 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.

Storing your personal data

We hold your data securely for the set amount of time shown in our Information Records Management Schedule. For more information please see the Information Records Management Schedule on our website.

Most of the personal data that we collect, and use, is added to your Educational Record. This record is kept while you attend Forest Park Primary School. If you leave Forest Park Primary School, then the record will be either transferred to your new school or returned to Stoke on Trent Local Authority.

Some personal data is kept for different lengths of time. For example;

- Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates they attended Forest Park Primary School.
- Detailed information about your daily attendance is kept for three years
- Information about free school meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the Privacy Officer whose details can be found at the end of this Privacy Notice.

Further information regarding data protection and security is in our Data Protection Policy.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Schools that you attend after leaving us
- Stoke on Trent Local Authority
- The Department for Education

- The National Pupil Database
- Examining bodies
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media
- Academy trusts

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

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 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 the DfE under a combination of software and hardware controls, which meet current government security policy framework.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

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. Depending on the legal basis we are using the information you have different rights.

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To make a request for your personal information, or be given access to your child's educational record, contact the Privacy Officer.

If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing, please contact the Privacy Officer.

Other rights

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

You will be given full details of these rights if you request access to your personal data or you can ask the Privacy Officer.

Parents or Guardian's rights to access your personal data

If you ask for access to your personal data, we will usually ask your parents or guardian to confirm that we will release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

Parents and guardians have the right to ask the school for what is called your Educational Record. This contains information about things like your attendance, achievement, behaviour and results of tests and exams. This right is not part of the GDPR and we must respond to it within 15 days.

Who to contact

The school has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the Privacy Officer who is the data protection administrator:

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

We recommend that you contact the Privacy Officer as they are the data protection administrator:

Name of Person: Mrs M Colclough
email address: mcolclough@forestpark.org.uk
Contact number: 01782 234979
Contact address: Forest Park Primary School
Woodall Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5ED

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is GDPR Sentry Ltd

Name of DPO: GDPR Sentry Ltd
email address: info@gdprsentry.com
Contact number: 0113 804 2035

Contact address: 4 Highcliffe Court
Greenfold Lane
Wetherby
Leeds
LS22 6RG

If you have any questions or would like to discuss anything about this privacy notice please contact the Privacy Officer in the first instance.

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 at or call 0303 123 1113.



Department for Education information

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>

