



**MOOR PARK
PRIMARY SCHOOL
AND NURSERY**

PRIVACY NOTICES

March 2022

'Moor Park Primary is a Happy, Caring School where Everyone Matters'

Policy	Privacy Notices
Blackpool Council model policy	None available <i>Blackpool procedures and guidance followed</i>
Reviewed by	Gareth Kirkpatrick
Date	March 2023
Approval level	Headteacher
Adopted	01/03/2023
Next review due	March 2024

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PUPILS PRIVACY NOTICE

Privacy Notice (How we use pupil information) further information

Moor Park Primary School & Nursery (the School) is required by law to collect and process personal data relating to all of its pupils. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What data do we collect?

The School collects and processes a wide range of information about your child. This includes:

- Personal information such as their name, date of birth, unique pupil number and address;
- Emergency contact details such as; name, phone numbers, address and relationship to the child;
- Characteristics such as their ethnicity, language and free school meal eligibility;
- Attendance information such as the number of sessions they have attended, the number of absences and the reasons for those absences.
- Assessment information such as their current pupil progress, their predicted progress and where appropriate data relating to any assessments, tests or exams they have undertaken
- Relevant medical information including any conditions or allergies your child may have, the need for epi-pens/medication, emergency contact and doctor details.
- Special educational needs that your child has, any funding that is received specifically for your child and any statements of individual need.
- Behavioural information, which may include information about your child's general classroom behaviour including any rewards gained, together with any detentions, fixed-term or permanent exclusions they have received.
- Pastoral information, including notes on any home visits undertaken.
- Safeguarding. This may involve collecting information in order to promote the welfare of children and protect them from harm.

Why do we collect and use this information?

The School use this data to:

- Support pupil learning.
- Monitor and report on pupil progress, enabling suitable interventions to be put in place where required.
- Provide appropriate pastoral care and ensure your child has access to appropriate support.
- Assess the quality of our services.
- Comply with the law regarding data sharing.

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the GDPR as follows:

1. Consent – the individual has given clear consent for the School to process their child’s personal data for a specific purpose.
2. Legal obligation – the collection and use of this information is necessary for the School to comply with the law – i.e. to send pupil census information to the Department of Education (DfE) on a thrice-yearly basis as directed by the Education Act 1996.
3. Vital interests – the collection and use of this information is necessary to safeguard our pupils. For example personal information can be passed onto a hospital should a pupil become ill at school.
4. Public task – the processing of such data is necessary for the School to carry out its official functions.

Collecting pupil information

Whilst the majority of the pupil information you provide to us is required by law, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, when requesting information we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the duration your child is at the school. When your child transfers to secondary school their school file will transfer with them: a copy will not be held in the School.

Who we share pupil information with

We routinely share pupil information with:

- Schools that your child attends after leaving us or prior to joining us
- Blackpool local authority
- Lancashire local authority
- DfE
- Blackpool Catering Services
- School Grid
- Parent Pay
- Blackpool FC Community Trust
- The NHS
- Renaissance Learning
- RM Maths
- Blackpool Music Services

- Big Fish Little Fish Swim School
- Eduspot (Teachers2Parents)
- NFER (exam information)
- SIMs (for Registration)
- Class Dojo
- Cool Milk
- Wonde
- GL Assessments
- Smoothwall
- Microsoft
- Times Tables Rock Stars

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 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 the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the DfE, for example the obligation on us to complete and return 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 DfE 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 DfE. 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 collections such as the school census and early year's 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 NPD, go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE 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 purposes 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 data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations and DfE has provided pupil information to, and for which project, please visit:

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

To contact the DfE please visit: <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 to be given access to your child's educational record, please contact us at the following email address: dataprotection@moor-park.blackpool.sch.uk

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 we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Where the processing of data is based on your consent you have the right to withdraw that consent at any time by notifying Gareth Kirkpatrick in writing (contact details are shown below).

Contact

If you would like to discuss anything contained within the privacy notice please contact:

Gareth Kirkpatrick

Data Protection Officer
Email - dataprotection@moor-park.blackpool.sch.uk
Tel – 01253 353034

LOOKED AFTER CHILDREN AND CHILDREN IN NEED PRIVACY NOTICE

[Privacy Notice \(How we use children in need and children looked after information\) further information](#)

Moor Park Primary School collects and holds data on looked after children that enables the school to provide education services that meets their needs. The information supports the tracking of student attainment and progress, attendance and behaviour. Pastoral, curriculum, examination and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of students.

[The categories of personal information that we process include:](#)

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

[Why we collect and use this information](#)

We use this personal data to:

- a) support these children and monitor their progress
- b) provide them with pastoral care
- c) assess the quality of our services
- d) evaluate and improve our policies on children's social care

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes is that we collect and use student information under GDPR, Article 6(1), where it is necessary for compliance with a legal obligation on the academies to educate the data subject OR that the data subject has given consent to the processing of her or her personal data for one or more specific purposes.

Under Article 9(2) of the GDPR, student's personal data will only be processed for the purposes of carrying out our obligations as an educational establishment.

Collecting this information

Children in need and children looked after information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing personal data

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- the local authority
- Other local authorities where the child has resided or will reside within

Why we share this information

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

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 children in need and children looked after with the Department for Education (DfE). We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also 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.

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact the deputy head teacher.

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 we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything contained within the privacy notice please contact:

Gareth Kirkpatrick
Data Protection Officer
Email - dataprotection@moor-park.blackpool.sch.uk
Tel – 01253 353034

SCHOOL WORKFORCE PRIVACY NOTICE

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- addresses
- other payroll information

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

The lawful basis on which we process this information

We collect and use pupil information under Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

Collecting this 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 data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data until the Termination of Employment + 6 years.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

LOCAL AUTHORITY

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

DEPARTMENT FOR EDUCATION (DFE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Date collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer.

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 we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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SCHOOL GOVERNORS' PRIVACY NOTICE

This privacy notice explains:

- how personal information is going to be used
- what it is used for
- who it might be shared with and why
- how long it is kept.

The information you provide helps us meet the statutory duties placed on us.

Personal and special category data

The categories of personal data we are processing are:

- personal identifiers, contacts and characteristics, such as name, school email address, contact details and postcode
- governance details, such as role, start and end dates.

We collect personal information via governor contact forms, governor amendment forms and email. We may also receive information from the school and the clerk to the governors.

Data Controller

Moor Park Primary School complies with the Data Protection Act and the General Data Protection Regulation (GDPR). It is registered as a 'Data Controller' with the Information Commissioner's Office.

The Data Protection Officer (DPO) for the school can be found on our GDPR Policy. We ensure that your personal data is processed fairly and lawfully, accurate, kept secure and retained for no longer than is necessary.

The legal basis for processing personal data

The personal data collected is essential in order for MPPS to fulfil their official functions and meet legal requirements.

Processing is necessary for:

- compliance with a legal obligation

- the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

All maintained school governing bodies (under section 538 of the Education Act 1996) and academy trusts (under the Academies Financial Handbook) have a legal duty to provide the governance information as detailed above.

We have a legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Governors. We need the details of local authority governors to fulfil our responsibilities to fill these vacancies when they arise:

- Section 13(a) of the Education Act 1996
- Section 22 and Schedule 6 of the Education Act 2002
- Section 31(1a&b), (2a) of the School Governance (Constitution) (England) Regulations 2012.

Special category data

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment). If a child or other person is considered to be at risk of significant harm, people working with you will have a duty of care to share the information with the relevant services without consent.

How we use your personal information

Our Privacy Policy determines how we use personal data. We use it specifically to:

- maintain a governor database on governor hub
- contact governors regarding statutory changes in legislation and details of training opportunities
- ascertain governor vacancies to be filled
- assess and report on vacancies across the country
- plan future training requirements.

Storing personal data

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share your information with

We occasionally share this information with:

- local authority advisers
- the Department for Education (DfE).
- Governorhub

DEPARTMENT FOR EDUCATION (DFE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996.

We will share your personal information with:

- the school(s) where you are a governor, which has a statutory obligation to publish governor details on their website and the national Get information about schools (GIAS) website
- teams within Blackpool Council working to improve outcomes for children and young people
- commissioned providers of local authority services (such as education services)
- National Leaders of Governance (NLG), if support is required
- our governor database provider(s) in order for them to undertake contractual data processing requirements (currently governorhub).

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share data with third-parties for marketing purposes.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer.

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 we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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