

Shadwell Primary School Privacy Notice

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. Please help to keep your child's records up to date by informing us of any change of circumstances or contact details.

Data Sharing

This notice will provide information regarding how, why and when we process personal data in compliance with the relevant data protection regulation and laws which come into place 25th May 2018.

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

- Personal information (such as name, unique pupil number and address)
- Contact information (such as home address, telephone number and e-mail)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Child Protection information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Behavioural information (including exclusions)
- Photographs

Collecting pupil information

Whilst the majority of pupil information provided 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 parent/carers whether they are required to provide certain pupil information to us or if there is a choice in this.

Why do we collect and use pupil information?

The Department of Education and Local authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing.
- To protect and safeguard pupils.

Who do we share pupil information with?

Much of school life is governed by legal obligations to supply information to organisations such as:

- Department for Education (DfE)

- Local Authority (LA)
- HMRC

We may also have to disclose information to third parties such as:

- Courts
 - Disclosure and Barring Service (DBS)
 - Police when legally obliged to do so
 - NHS – School Nurse
 - Agencies who have a responsibility to safe guard children such as social care.
- We may share information with other bodies such as:

- Colleagues working at Shadwell Primary School (appropriately limited for relevance)
- Schools that the pupil attend after leaving us
- Alternative providers of education whilst pupil are on roll with us and attending alternative provision for all or part of the week
- Parentmail – online payments for dinners and trips
- Tapestry – Online learning Log for Reception Class
- School ICT – ICT support and provider of all data backups

Why we share pupil information

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

We share pupil' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupil with Leeds City Council and the Department for Education under section 3 of The Education (Information about Individual Pupil) (England) Regulations 2013.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care. Where a child is at risk, we have a duty to share the information we hold with these agencies.

Storing pupil data

We are required to hold pupil' data for the length of time the pupil attends school. This information is then transferred by CTF to the next school. Any relevant sections of pupil information is retained on file and disposed of in an appropriate manner for the legislated time scales.

The National Pupil Database (NPD) and Data Collection Requirements

We are required by law, to provide information about our pupil to the Department for Education 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 Pupil) (England) Regulations 2013.

The NPD is owned and managed by the Department for Education and contains information about pupil in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as commissioned studies. 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 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 for Education may share information about our pupil 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 for Education 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 Department for Education 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 for Education's data sharing process, please visit:

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

For information about which organisation's the Department for Education 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 Department for Education: <https://www.gov.uk/contact-dfe>

What decisions can you make about your information?

From May 2018 data protection legislation gives you several rights regarding your information. Some of these are new rights whilst others build on your existing rights.

- You can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information. Just ask the school for a Subject Access form by emailing sar@leedsfederation.org.
- If information is incorrect you can ask us to correct it
- You can ask us to delete certain information we hold
- You can ask us to send you, or other organisations, certain types of information about your record in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File.

If you have a concerns about the way we are collecting or using your personal data, you should raise your concern with school in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or by following our complaints policy which you can download from our schools website.

Cookies

Whenever you access our website or mobile site information data maybe collected through the use of cookies or similar technologies.

What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How do we use cookies?

We use the following cookies:

Necessary cookies - These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or make use of online booking forms.

Google Analytics - a web analytics service provided by Google. These cookies allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works and is structured. Google Analytics allows us to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website through Google Analytics.

Functionality cookies - These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.

Third-party cookies - (for example, Twitter and Youtube). Some third-party software utilises its own cookies over which we have little or no control. You can find out about their use of cookies by visiting the third party's website.

Enabling some of these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

The cookie-related information is not used to identify you personally. These cookies are not used for any purpose other than those described here.

How to control cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Alison Jones at dpo@leedsfederation.org