

# **Trinity St Stephen Church of England First School**

## **Privacy Notice for Pupil/Parents/Carers**

**Trinity St Stephen Church of England First School is a data controller and, as such, is registered with the ICO and complies with the principles of the General Data Protection Regulation 2018 (GDPR) which replaces the Data Protection Act 1998**

### **Why do we collect and use pupil information?**

We collect and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, the information is collected and used by our school in order to carry out the task of educating and ensuring the welfare of our pupils.

We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our school.

We use the pupil data:

- to support pupil learning
- to support pupil health and well being
- to ensure child protection and safeguarding
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to support Pupil Premium eligible pupils
- with parent/carer permission photographs are used for in-school displays, school prospectus, school website, publicity materials such as newspaper articles and to generally support learning and provide information about the school
- to communicate with parents/carers
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Parent/carer information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Assessment information
- Special educational needs information
- Exclusions/behavioural information
- Child Protection Information
- Accident/incident records

### **The lawful basis on which we use this information**

We collect and use personal data in order to meet legal requirements (Public Task) and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 section 1 and Article 9 section 2 of the General Data Protection Regulation 2018.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis and requires consent. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. You will be able to withdraw your consent at any time by contacting the school office [office@tssfist.co.uk](mailto:office@tssfist.co.uk)

## **Storing pupil data**

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Pupil records are transferred to the pupil's next school electronically via DfE Secure S2S access site and paper records are either hand delivered by the school or sent via secure post.

Child Protection files are transferred to the pupil's next school when they leave. Any records that are held in a separate file are retained until the retention period has expired.

Special Educational Need pupil records are retained until the retention period has expired.

Information is stored electronically on the school secure network is protected by passwords and hard copies are kept in secure storage.

Hard copies will be destroyed on site.

## **Who do we share pupil information with?**

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- The Local Authority
- the Department for Education (DfE)
- NHS
- HSE – major accident reporting
- And a range of companies who provide the following services: catering, extra-curricular activities, teaching cover such as non-contact cover for staff, Bikeability, the school photographer, school milk.

In some instances we may share information with third party companies. We have engaged their services to enable us to store and use pupil data within the school for the purposes of assessment, communication with parents and online payment services. These companies are also duty bound to comply with the GDPR regulations.

## **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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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)**

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.

We are required by law, to provide information about our pupils to the DfE 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 Pupils) (England) Regulations 2013.

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 may share information about our pupils 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 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 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's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department 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 DfE: <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 be given access to your child's educational record, please contact, in writing, the Headteacher outlining your request.

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, you should raise your concern with us in the first instance. You are able to contact the school office on [office@tssfirst.co.uk](mailto:office@tssfirst.co.uk). Alternatively you can contact the school nominated Data Protection Officer, Jennifer Shaw, [DPA@RBWM.gov.uk](mailto:DPA@RBWM.gov.uk) 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:  
School Data Protection Administrator, Louise Lovegrove  
Tel: 01753 862540 Email: [office@tssfirst.co.uk](mailto:office@tssfirst.co.uk)