



*'Working together to fulfil potential'*

# Privacy Notice for parents & children

## Document Control

Document Name	Privacy Notice for parents & children
Document Author	Kate Stokes – Head Teacher
Policy Number	F
Last Issued Date	December 2024
Next Review Date	September 2025
Dissemination /Target Audience	All Staff & Governors

## Version Control

Date	Version	Updates/Changes
Dec 2024	1	Document control added; School Bus template adopted; Contacts updated

## Privacy notice – how the school uses pupil information

### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – including the needs and ranking
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **School Trip & Activities information** – e.g. record of payments, additional medical information
- **Catering Management** – e.g. school meal choice, payment records.

This list is not exhaustive

### Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

#### We use the data to:

- support pupil learning and development
- monitor and report on pupil attainment and progress
- provide appropriate pastoral care
- assess the quality of our services
- monitor and report on safeguarding and health and safety
- meet the statutory duties placed on us for government data collections
- to back up IT data
- to communicate with parents and emergency contacts

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

- **consent** – where this basis is the most appropriate and you're able to give the individual concerned a real choice in your use of their data
- **contract** – where your use of the data is necessary for a contract the school has or will have with the individual concerned
- **legal obligation** – where your use of the data is necessary to permit the school to comply with the law
- **vital interests** – where your use of the data is necessary to protect an individual's life
- **public interest** – where your use of the data is necessary to permit the school to carry out a task in the public interest or its official functions, and that task or function has a clear basis in law
- **legitimate interests** – where your use of the data is necessary for the school's or a third party's legitimate interests (unless there's a good reason to protect the individual's personal data that overrides those legitimate interests)

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- **Condition**

## How do we collect your information?

**[Use this section to explain how the school collects information regarding pupils.]**

We collect your personal information via the following methods:

- Registration forms
- Photograph & Trip Consent forms
- Medical & dietary information forms
- Common Transfer File (CTF) from your previous school
- Child protection plans

Pupil data is essential for the school's operational use. Whilst the majority of 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 information to us or if you have a choice.

## How do we store your information?

- The data we hold is centrally stored in a combination of data and web based systems

(which require approved log ins) such as ARBOR, INSIGHT, CPOMS, EVOLVE, SCHOOL SPIDER and Microsoft 365 which is also backed up on a server managed by Fingertip Solutions.

- Hard data relating to pupils, parents and emergency contacts are stored in locked filing cabinets or locked rooms, which have limited unsupervised access.
- No data is stored on non-school electronic devices.
- All school electronic devices are password protected.

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which is published on our school website.

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

We routinely share information with:

- schools that the pupil's attend after leaving us
- our Local Authority
- other Local Authorities
- the Department for Education (DfE)
- the Department of Health
- LINK Education Trust
- Fingertip Solutions
- CPOMS
- EVOLVE
- ARBOR
- INSIGHT
- SCHOOL SPIDER
- Renaissance
- 2Simple
- Maths Circle

## **Why do we share information?**

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

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- 

This data sharing underpins school funding and educational attainment policy and monitoring. All information we share with the DfE is transferred securely and held by the DfE

under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following this link:

<https://www.gov.uk/government/publications/security-policy-framework>

Data is shared with Fingertip Solutions for ICT server backup purposes.

Data is shared with ARBOR, CPOMS and EVOLVE for safeguarding; and Health and Safety reasons.

Data is shared with Renaissance, 2 Simple and Maths Circle, along with other web-based curricular planning and tracking providers to support the curriculum and to track children's learning.

Data is shared with INSIGHT, to monitor and track attainment and progress in learning; and to monitor individual learning plans.

Data is shared with School Spider to allow for communication with parents.

## **How does the government use your data?**

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <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 NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:  
<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

## Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:  
<https://www.gov.uk/contact-dfe>.

## What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact:

The Trust Data Protection Officer (DPO): Keeley Sutton [Keeley.Sutton@salford.gov.uk](mailto:Keeley.Sutton@salford.gov.uk)

Schools' Data Protection Officer (DPO): Val Williams [Val.williams@salford.gov.uk](mailto:Val.williams@salford.gov.uk)

School Senior Information Risk Owner (SIRO) – Elisabeth Marsh, School Business Manager

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

## How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

## Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.



## How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from our website.

## Declaration

I, name of pupil or parent, declare that I understand:

- The categories of my personal information James Brindley Primary School collects and uses.
- James Brindley Primary School has a lawful basis for collecting and using my personal information.
- James Brindley Primary School may share my information with the DfE, LA and other stated organisations.
- James Brindley Primary School does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with James Brindley Primary School and the LINK Education Trust's Records Management Policy.
- My rights to the processing of my personal information.

**Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

