

Collingwood Primary School Privacy Notice for Pupils and Families (How we use pupil information)

Collingwood Primary School is the Data Controller for the use of personal data in this privacy notice

The categories of pupil information that we process include:

- **personal identifiers and contacts** (such as name, unique pupil number, parents' and other carers contact details, addresses and emails etc)
- **characteristics** (such as ethnicity, language, religion, gender/sexual orientation, country of birth and free school meal and Pupil Premium eligibility)
- **safeguarding information** (such as court orders and professional involvement such as Social Care, disclosures, meeting minutes, outcomes, actions, plans and correspondence associated with safeguarding.)
- **special educational needs information** (including the needs, provision, reports from other professionals including The Statutory Assessment Service and any relevant paperwork)
- **medical and administration information** (such as doctors information, child health, dental health, allergies, care plans, medication, dietary requirements, accident logs and reports and recommendations from other professionals)
- **attendance** (such as sessions attended, number of absences, absence reasons, punctuality records, any previous schools attended and where children go to after leaving us.)
- **assessment and attainment** (such as key stage 1 and 2 SATs and phonics results, and any relevant results, ongoing teacher assessments against the national curriculum)
- **behavioural information** (such as incident records and analysis, behavioural support plans, individual risk assessments, details regarding exclusions and any relevant alternative provision put in place)
- **Photographs** (please refer to the permission slip you will have signed on joining)
- **7 'til 7 Club information** (contracts, contact details, drop off and collection times, medical conditions and allergies, invoices and payments etc)
- **Catering information** (menu choices, lunches booked, birthday lunch booking information etc)
- **CCTV and telephone call recording**
- **Additional information for activities held off site** (permission slips, pastoral information etc)

This list is not exhaustive, to access the current list of categories of information we process please see our current privacy notice on www.collingwoodschool.net

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- A. to support pupil learning
- B. to monitor and report on pupil attainment progress
- C. to provide appropriate pastoral care
- D. to assess the quality of our services
- E. to keep children safe (food allergies, or emergency contact details)
- F. to meet the statutory duties placed upon us by the Department for Education
- G. to comply with the law on data sharing

We process this information under article 6 of the GDPR in respect of public tasks and from Article 9 where data processed is special category data from the GDPR from 25 May 2018.

Under the General Data Protection Regulation (GDPR), the lawful and Special category bases we rely on for processing pupil information are:

1. to support pupil learning in accordance with the legal basis of Public Tasks and the special categories of religious beliefs and health.
2. to monitor and report on pupil attainment progress in accordance with the legal basis of legal obligation and Public Tasks and the special categories of racial and ethnic origins, religious beliefs and health.
3. to provide appropriate pastoral care in accordance with the legal basis of consent and Public Tasks and the special category of health.
4. to assess the quality of our services in accordance with the legal basis of consent and Public Tasks.
5. to keep children safe (food allergies, or emergency contact details) in accordance with the legal basis of legal obligation and Vital Interests and the special category of health.
6. to meet the statutory duties placed upon us by the Department for Education in accordance with the legal basis of legal obligation and Public Tasks.
7. to comply with the law on data sharing in accordance with the legal basis of consent, legal obligation and Public Tasks and the special categories of racial and ethnic origin, sexual orientation, religious beliefs and health.

Collecting pupil information

We collect pupil information via our Admission Forms, completed by parents on starting school and/or if transferring, by Common Transfer File (CTF) or secure file transfer from the pupil's previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data securely for the set amount of time as shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask at the main office for a copy.

High level data is locked away with limited access for staff as appropriate. Electronic data is encrypted and/or password protected where possible and access is limited to those who process and use the data as appropriate.

Collingwood Staff use the 7 GDPR principles which are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Who we share pupil information with

We routinely share pupil information with:

- schools (when pupils join or leave us)
- our Woodham Partnership of Schools (usually at joint events)
- Essex County Council
- other local authorities
- the Department for Education (DfE)
- Educational Professionals (Educational Psychologists, SEN professionals, Advisors etc)
- Health Professionals (School Nurse, Paediatrician, Speech Therapist, Children's Counsellor etc)
- School staff and Governors
- Police and other legal professionals as appropriate.

Why we regularly 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 pupil data with other schools to aid smooth transition, and the Local Authority for funding and monitoring purposes and the DfE in line with legislation and public duties electronically.

We share sensitive Safeguarding data by secure email and/or deliver by hand in accordance with the legal basis of Vital Interests.

We share documents between staff and Governors related to pupils learning, progress and statistical information using Google Drive, which is password protected and shared only with those who hold current school email addresses.

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 pupils with the Department for Education (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 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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR, 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, contact Mrs Wright or Mrs De'ath, in our main office, or email admin@collingwood.essex.sch.uk

Depending on the lawful basis above, you may also have the right to:

- object to the 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Wright or Mrs De'ath, in our main office, or email admin@collingwood.essex.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **6.2.20**.

Contact

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer Mis J Hargreaves at govjhargreaves@collingwood.essex.sch.uk or leave a message at the main office for her to contact you.

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>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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