

## **PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

### **Who Will Own My Data Once I Submit It?**

Whitby Heath Primary School

### **Why Do You Need My 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
- protect pupil welfare
- support the safeguarding/protection a pupil
- administer admissions lists
- carry out research

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, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- pupil and curricular records
- exclusion information
- details of any medical conditions, including physical and mental health
- attendance information
- safeguarding information
- details of any support received, including care packages, plans and support providers
- photographs
- CCTV images captured in school

## **What Allows You To Use My Information?**

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

## **Who Will My Information Be Shared With?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

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 the [Department for Education's website](#).

We are required by law, to provide information about our pupils 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 National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database 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

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 in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

### **How Long Will You Keep This Data For And Why?**

We hold pupil data for the duration of pupil's attendance at this school except where it relates to special educational needs, child protection or accidents where we are obliged to keep for 25 years.

### **How Will My Information Be Stored?**

We keep personal information about pupils while they are attending our school. This is stored within an online password protected data system (SIMS), assessment program (**Insight**), and an incident reporting program linked to safeguarding, behaviour, special educational needs & disabilities and medical needs (CPOMs – Child Protection Online Monitoring). IT documents e.g. class lists, group lists, are stored on encrypted pen drives and accessed on staff encrypted laptops. Paper records/ information are kept in locked cabinets within secure areas. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The information and Records Management Society's Toolkit for Schools sets out how long we keep information about pupils.

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact **Mr S Wright, Head Teacher**.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact **Mr S Wright, Head Teacher** via the school office.

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.

### **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

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.

- Email: [schooldpo@cheshirewestandchester.gov.uk](mailto:schooldpo@cheshirewestandchester.gov.uk)
- By post: Data Protection Officer, Whitby Heath Primary School, Wyedale, Ellesmere Port, CH65 6RJ

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

### **Will This Information Be Used To Take Automated Decisions About Me?**

No.

### **Will My Data Be Transferred Abroad and Why?**

While we do not generally transfer personal data to a country or territory outside the European Economic Area, we may do so in certain circumstances such as if your child is relocated to a country outside the European Economic Area and you request that we send information to their new school. Under those circumstances we would ensure information was transferred electronically using a password protected email.