

## ST MARY'S C.E. PRIMARY SCHOOL



### Privacy Notice (How we use pupil information)

A new data privacy law is being introduced in the UK from 25 May 2018. As a result, we're publishing a new Privacy Notice to make it easier for you to find out how we use and protect your information. We won't be changing the ways we use your personal information, but the new notice will provide you with additional details.

#### 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,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information
- CCTV

#### Why we collect and use pupil 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

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

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### 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. 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.

#### Storing pupil data

We hold pupil data for the time specified in the school's data retention policy.

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

We routinely share pupil information with:

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

- School Nurse
- In order to assist with our duty of care to all of our pupils the school has made the decision to use a text messaging/e-mailing service to communicate more easily on a number of subjects such as emergency closure, reminders of holidays and events and to inform parents or designated carers of important issues. The service will send a standard text message or e-mail to the designated mobile phone number/e-mail address. Apart from the contact telephone number, e-mail address and the pupil's name, no other personal data will be retained by the service provider:

Eduspot  
Darker Street  
Leicester  
LE1 4QA

[enquiry@eduspot.co.uk](mailto:enquiry@eduspot.co.uk) Tele: 02072378456

- The school has chosen to use an on-line booking system for clubs and parent evenings. Apart from contact telephone number, e-mail address, pupil's name and D.O.B. no other data will be retained by the service provider:

School Cloud Systems  
20-23 Woodside Place  
Glasgow  
G3 7QF  
Tele: 03333443403

- The school uses an on-line system for reception age baseline assessments and progress. The system is only used for reception children and will hold the child's personal and contact details. Tapestry have their own privacy statement which can be found at [www.tapestry.co.uk/privacypolicy](http://www.tapestry.co.uk/privacypolicy)

The Foundation Stage Forum Ltd  
1 Southdown Avenue  
Lewes  
East Sussex  
BN7 1EL  
Tele: 01273 480015

- The school uses an on-line system to raise and monitor safeguarding concerns. The system will hold the child's name, address and D.O.B. no other data will be retained by this service provider: My concern have their own privacy statement which can be found at [www.myconcern.co.uk/privacy-policy/](http://www.myconcern.co.uk/privacy-policy/)

One Team Logic Limited  
Unit 2  
Talbot Green Business Park  
Heil-y-Twyn  
Talbot Green  
CF72 9FG  
Tele:0330 6600 757

- In order to assist with assessment the school use "Target Tracker" to record pupil assessments and set pupil's future targets. The system will hold the child's name, address and D.O.B. Target Tracker have their own privacy statement which can be found at [www.eesforschools.org/privacy-policy](http://www.eesforschools.org/privacy-policy)

Essex County Council  
Seax House  
Victoria Road South  
Chelmsford  
Essex  
CM1 1QH

- We are currently using an on-line system "Class dojo" as a behaviour and achievement tracker and a system to showcase curriculum work. The system will hold the child's name and parents e-mail. The company have their own privacy statement which can be found at [www.classdojo.com/privacy/](http://www.classdojo.com/privacy/)

Class dojo  
735 Tehama Street  
San Francisco  
California  
94103  
U.S.A  
[hello@classdojo.com](mailto:hello@classdojo.com)

- To assist with Maths learning the school use "My Maths" software in class and for homework. The system holds the child's name, no other data will be retained by the service provider: My Maths has their own privacy statement that can be found at [www.mymaths.co.uk/privacy.html](http://www.mymaths.co.uk/privacy.html)

My Maths  
Oxford University Press  
North Kettering Business Park  
Hipwell Road  
Kettering  
Northants  
NN14 1UA

[mail@mymaths.co.uk](mailto:mail@mymaths.co.uk) Tele: 01865 313472

- To assist with Maths learning the school use "Times Tables Rockstar" software in class and for homework. The system holds the child's name, no other data will be retained by the service provider. Maths Circle Ltd have their own privacy statement that can be found at <https://trockstars.com/page/privacy>

Maths Circle Ltd  
The Ossory Offices  
Hazelwood Lane  
Amphill  
Beds  
MK45 2HF

[support@trockstars.com](mailto:support@trockstars.com) Tele: 01234 674123

- The school uses colorfoto for all class and individual photo's, in order to assist with our duty of care of all our pupils their images are linked to their school file via the photo's provided by colorfoto. In order to achieve this colorfoto will hold the child's name, no other data will be retained by this service provider. Colorfoto have their own privacy statement that can be found at [www.colorfoto.co.uk](http://www.colorfoto.co.uk)

Image House  
East Tyndall Street  
Cardiff  
CF24 5EF

Tel: 02920 448210 Email: [schools@colorfoto.co.uk](mailto:schools@colorfoto.co.uk)

Full details of all suppliers can be obtained from the school office.

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

Connecting Care has been established in order to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care [NHS Partner Organisations](#) may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

### **Information System (CHIS)**

The local council also shares a limited amount of school enrolment information the South West Child Health Information System (CHIS), which is used by local organisations to deliver child health services safely, effectively and efficiently. The CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

The information shared by the school with CHIS includes:

- School assigned ID and/or NHS number
- Pupil name and gender
- Pupil date of birth
- Pupil home postcode
- Pupil start date at the school

The CHIS is commissioned by NHS England on behalf of Public Health England and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: <http://www.swchis.co.uk>

### **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 our local authority (LA) and the Department for Education (DfE) under section 3 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, contact

**Liz Baker, School Business Manager 01454 867155 [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)**

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 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:

**Bethan Scriven, Headteacher 01454 867155 [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)**

Or

**Liz Baker, School Business Manager 01454 867155 [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)**