



Springfield Primary School

Privacy notice for pupils and their families

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Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils. Springfield Primary School is the 'data controller' for the purposes of data protection law.

Our data protection officer is Toby Wilson - EduDataPro Contact details below

Privacy notice – how the school uses pupil & parent information

The categories of personal information that we process include the following, but is not restricted to:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details (including emergency contact information) and address
- Copies of passports, residency permits & visas
- Characteristics – e.g. ethnicity, language, religion and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs the pupil has
- Medical and administration – e.g. doctors information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has 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
- Free school meal information
- School meal management
- Trips & activities
- Photographs
- CCTV Images

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment & progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To safeguard pupils and staff
- To meet legal duties placed on us by the government
- To complete identity checks for new arrivals to the UK
- To adhere to the Every Child Matters Agenda

The legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation such as safeguarding
- We need it to perform an official task in the public interest
- We need to collect and process pupil information under the Education Act 1996

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

How do we collect your information?

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

We collect your personal information via some of the following methods:

- Registration forms
- Admission Meeting with parents
- Common Transfer File (CIT) from your previous school
- Child protection plans
- Medical Records sharing

How do we store your information?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

We store data electronically and also have manual filing systems. Where data is stored electronically this are always password protected systems and security levels. Manual files are securely stored in locked filing cabinets in secure rooms with restricted access that is kept to a minimum.

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which is adopted from Sheffield City Council Records Management Policy this can be found on our website.

Who do we share your information with?

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

We routinely share pupil information with:

- Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- 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
- Schools that the pupil's attend after leaving us
- Speech & Language Therapists
- School Nurse
- Multi Agency Support Team
- Suppliers and service providers - to enable them to provide service we have contracted them for eg School Spider (website provider text messages), Taylor Shaw (Catering)
- Police forces, courts, tribunals, when required

Department for Education (DfE)

The DfE collects personal information from us 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. 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>

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](#).

The National Pupil Database (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 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-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
- 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, go to: <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), go to: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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 pupils
- 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 detecting a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

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/dfe-external-data-shares>

Requesting access to your personal data

Under data protection legislation, parents, pupils and any other adults have the right to request access to the information that we hold about them. To make a request for your personal information, or be given access to your child's educational record please contact school.

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact school in the first instance or contact our

School Business Manager
Springfield Primary School
0114 2723455
enquiries@springfield.sheffield.sch.uk

Data protection officer:

- Toby Wilson

email: dpo@edudatapro.com
tel: 07472 881114