

# Privacy Notice for Pupils, Parents, Staff, Governors & Volunteers

## Introduction

Angram Bank Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

Being transparent and providing accessible information to individuals about how we will use personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

The Privacy Notice aims to identify the personal data we gather, who uses this data, who we disclose the data to and how we manage this data.

Personal data is anything that can identify a person directly or indirectly in particular by reference to an identifier.

## **The categories of information that we collect, hold and share:**

### **Pupils**

- Personal information (such as name, date of birth, 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).
- SEND/safeguarding information
- Relevant medical information and administration.
- National Curriculum Assessments/results
- Individual Assessment Data
- Exclusion/Behaviour information
- Record of other schools attended and school they attend after they leave us
- CCTV footage and images obtained when you attend the site

### **Parents**

- Personal information (such as name, date of birth, telephone number (s), email address and National Insurance number.
- Characteristics (such as ethnicity, language, nationality)
- CCTV footage and images obtained when you attend the site

## **Governors/Volunteers/Students**

- Personal information (name, address, telephone number(s), email address)
- Emergency contact details (if applicable).
- Safeguarding checks including DBS details
- Information about business and pecuniary interests
- References (if applicable)
- Evidence of qualifications (if applicable)
- Employment details (if applicable)
- CCTV footage and images obtained when you attend the site

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable).

- Race, ethnicity and religious beliefs
- Disability and access requirements

## **Why we collect and use pupil information**

### **Pupils**

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 keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing
- to confirm identity when entering site
- to ensure the safety and safeguarding of pupils and of other individuals on site
- to aid in the prevention and detection of crime on site

### **Staff**

**We use staff data:**

- For recruitment and selection
- To ensure correct remuneration
- For communication purposes
- To safeguard children
- To ensure we are carrying out our legal duties
- to ensure the safety and safeguarding of pupils and of other individuals on site
- to confirm identity when entering site
- to aid in the prevention and detection of crime on site

## **Governors/Volunteers/Students**

### **We use data:**

- For communication purposes
- To safeguard children
- To ensure we are carrying out our legal duties
- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor's details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- to ensure the safety and safeguarding of pupils and of other individuals on site
- to confirm identity when entering site
- to aid in the prevention and detection of crime on site

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

We may use multiple lawful basis' for processing different information.

#### **Pupils**

- Legal obligation: Processing of information is necessary under Article 6 (1)(c) of the GDPR to comply with law.
- We collect and use pupil information under Article 6 (1)(e) of the GDPR so that we can carry out a public task.
- We collect and use pupil information under the Education Act 1996.

#### **Staff**

- Legal obligation: Processing of staff information is necessary under Article 6(1)(c) of the GDPR to comply with law.
- Contract: the processing is necessary under Article 6(1)(b) for a contract we have with an individual.
- Consent: Under Article 6(1)(a) the individual has given clear consent for school to process personal data for a specific purpose.

## **Governors/Volunteers/Students**

- Legal obligation: Processing of information is necessary under Article 6(1)(c) of the GDPR to comply with law.
- Consent: Under Article 6(1)(a) the individual has given clear consent for school to process personal data for a specific purpose.
- Carry out a task in the public interest.

## Collecting pupil information

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.

## Storing Data

We store data electronically and also have manual filing systems.

## Data Retention

We have a legal obligation to hold data for different periods of time and the school does not store personal data indefinitely; data is only stored for as long is necessary to complete the task the data was collected for originally.

## Who we share pupil information with

### Pupils

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Speech & Language Therapists
- School Nursing
- Multi Agency Support Team
- Relevant agencies including Health Professionals, Learning Support, Educational Psychologist etc.
- Ofsted
- Suppliers and Service Providers – to enable them to provide the service we have contracted them for eg Taylor Shaw (Catering), Forge Valley School (Sport), Educator (Assessment), CPOMS (On-line monitoring for safeguarding, pastoral and welfare issues), Logo Leisure (School Uniform) and Online educational applications (TT Rockstars, Nesy, Numbots, Literacy Shed, Little Wandle, SPAG, Kapow, Collins Big Cat E-Book, Spelling Shed, Seesaw and Swimphony).

### Staff

We share information with:

- Our HR and Payroll Provider
- Our Local Authority
- The Department for Education (DfE)

## Governors/Volunteers/Students

We share information with:

- Government departments or agencies to meet our legal obligations to share information about governors
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support.
- Professional advisors and consultants – to enable effective school support.
- Police forces, courts – if and when required.

## Why we regularly share information

### Pupils

- 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### Staff

- We share staff data with the Department for Education (DfE) on a statutory basis.
- We share staff personnel information with our HR and Payroll provider to ensure correct contracts and remuneration.

## 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>.

## 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.

## 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 the School Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance (Karen Gillespie, School Business Manager – [kgillespie@angrambank.co.uk](mailto:kgillespie@angrambank.co.uk)). Alternatively to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 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 Karen Gillespie, School Business Manager.

## Contact

If you would like to discuss anything in this privacy notice, please contact Karen Gillespie, School Business Manager

## 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.

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 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 and 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 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.

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 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/dfе-external-data-shares>

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