



## Beever Primary School Privacy Notice

Updated September 2021

Beever Primary School is registered with the Information Commissioner's Office under registration reference number: **Z9086619**. This privacy notice is to inform you how we use pupil information.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, catering preferences and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical information and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS profiles, key stage 1, key stage 2 and phonics results, and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions information (such as name, parental contacts, sibling links)
- identity management/authentication (passport, visa, refugee/asylum status)
- trips and activities (using external providers for some activities)

This list is not exhaustive, to access the current list of categories of information we process please see [www.beever.oldham.sch.uk](http://www.beever.oldham.sch.uk)

### Why we collect and use pupil information

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 for DfE data collections

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

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

- for the purposes of all **pupil information** in accordance with the legal basis of **public task**

In addition, concerning any special category data:

- to provide appropriate pastoral care processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

## **How we collect pupil information**

We collect pupil information via:

- Registration forms at the start of the school year
- Common Transfer File (CTF) or secure file transfer from previous school.
- Admission Transfer File (ATF) for local authority

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it may be 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.

## **How we store pupil data**

Where pupil data cannot be computerised, it is kept in a locked filing cabinet. Where computerised, it is coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up. If a copy is kept on a diskette or other removable storage media, that media itself is kept in a locked filing cabinet, drawer, or safe.

Secure Information Management Systems are used which require password, two-tier factor authentication or encryption codes and we hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://irms.site-ym.com/page/SchoolsToolkit>

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurses, NHS
- other organisations on our behalf

## **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 will ensure that GDPR privacy notices are received before any information is securely transferred to external agencies.

- Data is securely transferred to other schools, local authority and DfE using S2S platform.
- School Nurses and NHS data is transferred using facsimile and/or secure email directly to named person.
- Pertinent personal data may be given to external trip organisers for example residential trips for insurance and administrative purposes.

## **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 Headteacher at Beever Primary 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; and
- a right to seek redress, either through the ICO, or through the courts

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or alternatively the Data Protection Officer using the contact details below:

Justin Hardy  
Data Protection Officer  
Oldham Council  
Civic Centre  
West Street  
Oldham  
OL1 1UG  
Email: [DataProtectionOfficer@oldham.gov.uk](mailto:DataProtectionOfficer@oldham.gov.uk)

Tel: 0161 770 1311

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Headteacher in the first instance.

### **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>

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