



General Data Protection Regulation GDPR

Privacy Notice for Parents & Carers

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend Trinity All Saints CE Primary School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

Further information about the new law can be found on the Information Commissioners website:
<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

Why does the school have to issue this Privacy Statement?

The school is classed as a Data Processor because the school processes data, for example it shares some attainment data with the Department for Education. Because the school also decides to have some internal systems, such as having systems to make sure the school treats everybody equally, then the school is also a Data Controller. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Information can be found in the census guide documents on the following website
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care & pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to help with our administration for example our text messaging service and our parents' evening booking system.

The categories of pupil information that we collect, hold and share (when appropriate) includes, but is not restricted to:

- Personal information (such as name, unique pupil number, telephone number, email address and home 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 (such as attainment and progress records across the curriculum subjects)
- Relevant medical information (such as accident logs, next of kin information for use with the emergency services, statutory assessment services and social care)
- Special Educational Needs information



- Exclusions & Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)
- CCTV images captured in school
- Photographs
- Emergency contact details for your child

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.

Lawful Processing

In order to process your information we apply the following legislation:

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Explicit consent of the data subject

Storing pupil data

We hold pupil data in line with the Information Records Management Society. <http://irms.org.uk>.

Who do we share pupil information with?

- Other schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The school nurse / NHS
- Educational professions (e.g. Educational Psychologists, Specialist teachers etc.)
- Social care
- School staff
- Police and other legal professionals as appropriate
- Ofsted
- Text messaging / email / parent evening booking system – we share parent's email addresses, mobile phone numbers and your child's name to enable you to register for these services
- Online learning journal service - a system that we use to monitor your child's progress
- Online learning platforms for pupils to access in school (and home) e.g. Education City, Accelerated Reading Programme

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.

We also share data to enable the school to operate effectively.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> .

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>

Our Local Authority at <https://bso.bradford.gov.uk>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to make a '**subject access request**' to gain 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 Head of 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
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jo Jackson
School Business Manager
Trinity All Saints CE Primary School

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.

Mrs J Glendinning
Headteacher
Trinity All Saints CE Primary School

The Governing Body has a governor who oversees data protection for the school:

Mr Graham Hardman
email: g.hardman@trinity.bradford.sch.uk

Complaints

The school has appointed a **Data Protection Officer** who advises and visits the school. He is Mr Stygall who works for a company called Safeguarding Monitor. He previously has been a Head Teacher and therefore fully understands how schools operate. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

adrian@safeguardingmonitor.co.uk
Call 0330 400 4142
Or write to: 2 Wellington Place, Leeds, LS1 4AP

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