

## Appendix 1A

### Beaver Road Primary School Privacy Notice (How we use pupil information)

The Governors of Beaver Road Primary School are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles.

Beaver Road Primary School is categorised as a Data Controller and is registered with the Information Commissioner's Office (ICO) – Registration Number: ZA322431.

#### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils include, but is not restricted to:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, eligibility for free school meals and special educational needs.)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical, accident logs, home address and next of kin information for use with emergency services, statutory assessment services, doctors' surgeries, school nursing service and social care.
- Contact details (home address, email address and telephone numbers)
- Assessment information (such as attainment and progress records across curriculum subjects)
- 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.)
- Educational History (such as prior and previous schools)
- Learning information (such as examination outcomes)
- Financial information (such as online payments, dinner money, trip payments and voluntary contributions)
- Admissions information (such as Supplementary Admissions Form information, Looked After Child status, widow/widower status and church attendance information)
- Health & Safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements)
- Static and moving images (such as photographs of pupils and CCTV recordings)
- Exclusions information (such as start date, number of days, category, reason and correspondence to parents)
- Special Educational Need information (such as provision, needs, placements, payments, medical information, care information)
- Medical information (such as medical need, GP contact data, specialist contact details)
- School history (such as school name, dates attended)
- Parent/Carer information (such as name, address, contact details)
- Emergency contact information (such as name, address, contact details)

#### Why we collect and use this 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;
- to comply with statutory request for data from relevant authorities.

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

We process the personal data detailed above in accordance with article 6 of the GDPR. Personal information will only be collected and used with your consent or where it is needed by the school or the local authority to comply with a legal obligation or to fulfil a public task. For example, the Education Act 1999 requires the collection of pupil data for school census purposes.

Special category data (for example ethnicity, health or biometric data) is processed in accordance with Article 9 of the GDPR. It will usually only be collected and used with your explicit consent or where there is substantial public interest in the processing which enables the school to comply with a legal obligation.

For further information on how data is used, please visit the following website <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 length of time prescribed in our retention schedule, which allows us to manage information in line with the current legislative framework.

### Who we share pupil information with

We routinely share pupil information with:

- Educational establishments that the pupil's attend after leaving us
- Local Authorities – to meet out legal obligations to share certain information with it, such as safeguarding concerns, exclusions, SEN and LAC
- The Department for Education (DfE)

Where it is legally required or necessary (and complies with Data Protection laws) we routinely share pupil information with the following:

- The pupil's family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Survey and research organisations
- Security organisations
- Our auditors
- Health authorities

- Health and social welfare organisations
- Statutory assessment services
- Professional bodies
- Police forces, courts, tribunals
- Professional advisers and consultants
- Charities and voluntary organisations
- Daily attendance will be shared with the (Manchester City Council) commissioned service called the virtual school for all 'Looked After Children' attending this school

## 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 regulation 5 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>.

For more information about services for young people, please visit Manchester City Council's website.

## 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 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 the school's Office Manager.

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 our Data Protection Officer (DPO):

**Shane Williams**

**Senior Data Protection Officer**

**Global Policing, Unit 2, The Pavilions, Bridge Hall Dr, Bury BL9 7NX**

**Email:** [data@globalpolicing.co.uk](mailto:data@globalpolicing.co.uk)

**Telephone:** 0161 510 2999

If you need more information about how our local authority and/or DfE collect and use your information, please see the <https://secure.manchester.gov.uk/directoryrecord/287009/education>

Or visit, the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>