

Sir John Offley CE (VC) Primary School

Privacy Notice for Parents

'With God all things are possible.'



Key Details

Date written/updated: September, 2023

Date of next review: September, 2024

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

Sir John Offley CE (VC) Primary school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

Sir John Offley CE (VC) Primary School collects data and information about pupils and parents/carers of our pupils so that we can operate effectively as a school. This privacy notice explains how and why we collect pupil and parent/carer data, what we do with it and what rights parents have.

We, Sir John Offley CE (VC) Primary are the 'Data Controller'.

Our Data Protection Officer is: Staffordshire County Council Information Governance Unit (contact details are available at the end of this document)

1. The categories of pupil information that we collect, hold and share

We collect personal data as well as special category data (see our Data Protection Policy for the definition of special category data) such as:

- personal identifiers and contact details (such as name, address, unique pupil number)
- emergency contact information (name, address, email, telephone numbers)
- safeguarding information (such as court orders)
- national curriculum assessment results
- attendance information
- exclusion and behavioural information
- personal characteristics (such as ethnic group)
- special educational needs information
- medical/dietary information
- catering management (such as free school meals)

2. Why we collect and use this information

- to decide who to admit to the school
- to maintain a waiting list (where applicable)
- 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 keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections and data sharing
- for the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities
- in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the school

3. The lawful basis upon which we use this information

As a UK public authority we process the information above under the basis of **Public Task**, to carry out our official functions. Where **Consent** is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- emergency medical treatment
- photographs/moving images
- educational visits
- food tasting
- local visits

In addition we are legally obliged to share information about our pupils with the Department for Education as part of statutory data collections, such as the school census. We process this data under the basis of **Legal Obligation**.

In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of **Vital Interest**.

4. Collecting pupil information

Whilst the majority of pupil information that you provide to us is mandatory, some of it is provided to use on a voluntary basis. In order to comply with Data Protection legislation we will inform you whether you are required to provide certain pupil information or if you have a choice in this.

We collect pupil information via:

- registration forms distributed when a pupil joins our school
- SIMS Parent app – parents update/amend pupil/parent information which then transfers to the school's Management Information System (SIMS)
- electronically via Common Transfer File (CTF) or via secure file transfer when a child joins us from another school
- copy of birth certificate taken and retained securely in the pupil file

5. Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. Our data retention schedule is available on our school website: www.sirjohnoffley.staffs.sch.uk or by contacting the school office on 01782 750301.

6. Who we share pupil information with

- Schools that the pupil attends after leaving us
- Our own and other local authorities
- Department for Education
- School Nurses Team/NHS
- Social Services
- School Photographers
- Software Providers (see table below)

<ul style="list-style-type: none">○ Purple Mash/2 Simple○ TT Rockstars○ CPOMs○ Parentpay○ Teachers2Parents○ National Foundation for Educational Research (NFER)○ Testbase○ Developing experts○ Complete PE○ Google Classroom	<ul style="list-style-type: none">○ Nessy○ Language Angels○ Charanga Music○ Little Wandle Letters & Sounds○ Wonde
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7. Why we share pupil information

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

We share pupil data with the Department for Education 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 to the local authority and the Department for Education under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share information with Software Providers to help us to manage our financial and administrative responsibilities, improve teaching and learning resources and for pupil assessment purposes.

We share information with external agencies to ensure the safeguarding of our pupils.

8. 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>. 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.

9. The National Pupil Database

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. 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 that 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 of 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 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/guidance/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: <https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data>. To contact the DfE: <https://www.gov.uk/contact-dfe>

10. Requesting access to your personal data

Under data protection legislation, parents 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, please contact the school office, following the procedure set out in our Data Protection Policy, which can be found on our school website: www.sirjohnoffley.staffs.sch.uk

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
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Lodge a complaint and/or claim compensation for damages caused by a breach of Data Protection legislation

If you have a concern about the way we are collecting or using your personal data, if you have any questions about our privacy notice and/or the information we hold about you, or if you have a complaint about privacy or misuse of personal data, we request that you raise your concern with us in the first instance.

Alternatively, if you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the external regulator of information rights and law, the Information Commissioner's Office at: <https://ico.org.uk/concerns/>.

Because we collect and process personal data we are registered as 'Data Controller' under current Data Protection legislation.

<p>Our registered address as Data Controller is:</p> <p><i>Sir John Offley CE (VC) Primary School</i> <i>Izaak Walton Way</i> <i>Madeley</i> <i>Crewe</i> <i>Cheshire CW3 9PJ</i></p>	<p>You can also contact our Data Protection Officer:</p> <p>Email: dpo@staffordshire.gov.uk Post: <i>Data Protection Officer Information Governance Unit</i> <i>Staffordshire County Council</i> <i>2 Staffordshire Place</i> <i>Stafford ST16 2DH</i></p>
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