

Westfield Primary School - Privacy Notice (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, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical 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, key stage and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV images – in public places only
- photographs and pupil images (e.g. school website and social media)
- online activity (monitoring use of email, internet and mobile electronic devices such as iPads)

This list is not exhaustive, to access the current list of categories of information we process please contact Mr Garnett.

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
- g) to ensure school site safety (CCTV images)
- h) to provide attainment details to other schools as your child leaves this setting
- i) to co-operate with legal inquiries – eg if your child was injured at school
- j) to promote the work of the school through the website, social media and school prospectus
- k) for teaching purposes (for example to record a drama lesson)
- l) To ensure children are safe and not at risk through their online activity

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

- for the purposes of supporting pupil progress in accordance with the legal basis of legitimate interests
- for the purposes of monitoring and reporting on pupils attainment progress in accordance with the legal basis of legitimate interests
- for the purposes of appropriate pastoral care in accordance with the legal basis of legitimate interests
- for the purposes of assessing the quality of our services in accordance with the legal basis of legitimate interests
- for the purposes of keeping children safe in accordance with the legal basis of legitimate interests and potentially vital interests / legal obligation
- for the purposes of meeting statutory duties in accordance with the legal basis of legitimate interests and legal obligation
- for the purposes of site safety in accordance with the legal basis of legitimate interests and potential legal obligation
- for the purposes of providing attainment data with other schools in accordance with the legal basis of legitimate interests
- for the purposes of promoting the work of the school in accordance with the legal basis of legitimate interests
- for the purposes of teaching purposes in accordance with the legal basis of legitimate interests

Specifically the school has a legitimate interest in

- providing your child with an education
- safeguarding and promoting your child's welfare and the welfare of other children
- promoting the objects and interests of the school
- facilitating the operational operation of the school
- ensuring that all legal obligations of the school are complied with

In addition your child's information may be processed for the legitimate interests of others – for example when investigating a complaint made by another pupil

Legal obligation

Where the school needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child to Children's Services. We may also need to disclose your information to third parties such as the courts, local authority, DfE or police where legally obliged to do so

Vital interests

For example to prevent your child or other party being seriously harmed or killed

In addition the school considers it is acting in the public interest when providing an education

In addition, concerning any special category data: personal information revealing racial or ethnic origin, religious beliefs, health information and SEN information, the school must apply with an additional condition

- Substantial public interest – the processing is necessary for reasons of substantial public interest
- Vital interests – to protect the vital interests of any person where that person cannot give consent – eg they are seriously hurt
- Legal claims – the processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with legal advisors and insurers
- Medical purposes – this includes the medical treatment and management of healthcare services

How we collect pupil information

We collect pupil information via registration forms at the start of the school year, Common Transfer Forms from previous school, parental consent forms.

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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Type of Information	Data stored via	Retention period	Action at the end of retention period
Admissions Registers	SIMs	Date of birth + 18 years	Deletion by LA / school
Attendance Registers	SIMS	Date of birth + 18 years	Deletion by LA / school
Paper Attendance Registers	School	1 year from the date of last entry	
Child Protection Records	School	Only retained while the pupils is at school	Sent securely to next school – signed upon receipt
Medical Records	SIMs		
Counselling records	School	Only retained while the pupils is at school	Sent securely to next school – signed upon receipt
SEN file , reviews and EHCP documents	School	Only retained while the pupils is at school	Sent securely to next school – signed upon receipt

Pupil Files (including internal and external exam scripts , marks and results	School	5 years from the date of leaving school	Shred / burn
Letters authorising absence	School	1 month	Shred / burn
Admission and parent contract documents including registration form, letter of offer and acceptance form	SIMs		
Admission documents relating to applicants who did not join the school	School	1 Year	Shred / burn
Accident reports including first aid / accident book	School	Date of birth involved in the accident + 21 years	Shred / burn
Reportable injuries/diseases and dangerous occurrences reports or own records	School	Minimum statutory period of 3 years but school will retain for date of birth involved in the accident + 21 years	Shred / burn
Incident investigations and reports, risk assessments, school visit risk assessments and other relevant documents where there has been an accident or incident	School	Date of birth involved in the accident + 21 years	Shred / burn
Documents relating to ICOSA (Independent Inquiry into Child Sexual Abuse)	School	Indefinitely although review once the inquiry has been completed	Shred / burn
Photographs of pupils for internal administration purposes	School / SIMs	5 years from the date of leaving school	Delete
Photographs or videos of pupils used as part of the curriculum	School	5 years from the date of leaving school	Delete/shred/burn
Photographs or videos of pupils taken for marketing reasons – to promote the work of the school	School	5 years from the date of leaving school	Delete/shred/burn

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)
- OTrack assessment
- Bluehills Reports
- NHS
- Wrates Photographers
- School visit/ Residential providers
- School Comms
- Children Services
- SeeSaw
- Tapestry
- Various stand-alone leaning applications e.g Adobe Spark, Bug Club

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.

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.

Schools that the pupils attend after leaving us – so that receiving schools have the relevant information to care for and provide a service for your child

Our local authority – so that the local authority can ensure your child is correctly safeguarded and receiving suitable education

OTrack assessment – for the monitoring of attainment and progress throughout school

Bluehills Reports – for the provision of annual reporting to parents

NHS – we may need to share information about your child's health with the school nurse or other health care services

Wrates Photographers – for the provision of individual and group photographs

School visit/ Residential providers – to ensure safety and welfare of pupils while off site

School Comms – to communicate with parents / carers and for the purpose of online payments

Children Services- we may need to share information about your child's health / safeguarding concerns

SeeSaw - to communicate with parents / carers and for the purpose of sharing pupil achievement

Tapestry - to communicate with parents / carers, for monitoring progress and attainment at EYFS and for the purpose of sharing pupil achievement

Various stand-alone learning applications e.g Adobe Spark, Bug Club – to promote learning within the curriculum

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 Mr M Garnett (DPO)

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Mr M Garnett (DPO)

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>