



## **BAILEY GREEN PRIMARY AND NURSERY SCHOOL TOGETHER WITH BAILEY'S BUTTERFLIES**

### **PRIVACY NOTICE FOR PUPILS, PARENTS AND CARERS**

*For pupils under 13 their parents/carers will normally act of their behalf*

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own 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 safeguard pupils
- To inform residential settings of your child's contact details and health requirements

#### **Categories of pupil information that we collect, hold and share**

##### **include:**

- Personal information (such as name, unique pupil number and address). UPN numbers will not be used for any purpose unrelated to education.
- 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
- Special Educational Needs/Disability/Gifted and Talented Information/Assessment
- Child Protection and Operation Encompass Information
- Medical and Health Care Plans
- Behavioural information, eg number of exclusions **The**

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

The conditions for processing data under the GDPR will be:

Processing shall be lawful only if and to the extent that at least one of the following applies:

- a) Data subject has given consent
  - b) Necessary for the performance of a contract
  - c) Compliance with Bailey Green Primary School together with Bailey's Butterflies legal obligations such as School Census
  - d) To protect the vital interest of the data subject or of another person such as providing medical information to the emergency services
  - e) For the performance of a task carried out in the public interest or in the exercise of official authority invested in Bailey Green Primary School together with Bailey's Butterflies;
1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical belief, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

Paragraph 1 shall not apply if one of the following applies:

2. (j) Processing necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education Act 1996 – Section 537A – states that we provide individual pupil information as the relevant body such as the Department of Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

## **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 Information**

Bailey Green Primary School together with Bailey's Butterflies keep information about you on computer systems and also sometimes on paper.

We hold data for the periods of time as stated in North Tyneside Retention document, (IRMS Information Management Toolkit for Schools).

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

We routinely share pupil information with:

- Schools or colleges that the pupils attend after leaving us
- Our Local Authority (North Tyneside Council) and their commissioned providers of local authority services
- The Department for Education (DfE)
- Residential trip providers
- Primary Site Website
- Tucasi – Worldpay online payments
- The NHS
- Police and Crime Commissioners
- Third Party Providers (eg music teacher)

## **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.

To find out more about the data collection requirements place on us by the DfE (for example; via the school census) to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. **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 pupil information we share with the department, for the purpose of data collections, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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/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 the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Why do we need information about parents/carers**

We need to use your personal data in order to contact you should your child be unwell or injured, to remind and update you of events and to allow your child access to certain interventions.

### **How do we look after parents/carers personal data and keep it safe**

Access to your personal data will be limited to school staff who need to know about you.

Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

### **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 education record, contact the school office or Head Teacher. The school will, on an annual basis, share individual Data Collecting Sheets with you in order to ensure that our records are accurate and up to date. From September 2018 we are going to send out blank data collection sheets for you to write your amendments on and for you to return to the school office. This is so that if the children lose the blank sheets they will not contain any sensitive information.

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.or.uk/concerns/>

## Contact

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

Mrs L Taylor or Mrs E Knighton– Data Protection Leads Bailey  
Green Primary School together with Bailey's Butterflies  
West Bailey  
Killingworth  
NE12 6QL

Tel 0191 2509025 or email [office@baileygreenprimary.org.uk](mailto:office@baileygreenprimary.org.uk)