

# Silsden Primary School Privacy Notice

## Information about Pupils in Schools



### CHANGES TO DATA PROTECTION LEGISLATION

New data protection legislation comes into force on the 25th May 2018 and will replace the current UK Data Protection Act. The new General Data Protection Regulation provides a modernised, accountability-based compliance framework for data protection in Europe. It is intended to strengthen privacy rights in relation to personal information.

The new accountability principle in Article 5(2) of the GDPR requires data controllers to demonstrate that they comply with the good practice principles set out in the Regulation, and states explicitly that this is their responsibility.

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/>

### Who processes your information?

Silsden Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Sally-Anne Boyes, School Business Manager acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01535 210666 /653290 or at [sally-anne.boyes@silsden.bradford.sch.uk](mailto:sally-anne.boyes@silsden.bradford.sch.uk). In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that South Craven School upholds are imposed on the processor.

Richard Lewis-Ogden is the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via e-mail at [dataprotection@carrmanor.org.uk](mailto:dataprotection@carrmanor.org.uk).

### Why do we collect and use pupil information?

Silsden Primary School collect and use pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the General Data Protection Regulation from 25 May 2018). Data may also be sent to us from your child's previous school, Local Authority (LA) and/or the Department of Education (DfE).

Silsden Primary School is the Data Controller of the personal information you provide to us.

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
- 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, parents' evening booking system, and our cashless services in school.

**The categories of pupil information that we collect, hold and share include:**

- 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 recordings
- Photographs

**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**

Personal data relating to pupils at Silsden Primary School and their families is stored in line with the school's GDPR Data Protection Policy and retention policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

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

- schools that the pupil's 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
- ParentPay – our cashless provider, – we share parent’s email addresses, mobile phone numbers and your child’s name to enable you to register for these services.
- Teachers2Parents - text messaging and email providers. We share parent’s email addresses, mobile phone numbers and your child’s name to enable us to send
- Teachers2Parents - Parent evening booking system. We share your child’s name, date of birth and parents name so you can book parents evening sessions online.
- CPOMS – Our Safeguarding provider
- itrack – a system that we use to monitor your child’s progress.
- Class Dojo – System used to communicate with class teachers. We share your child’s first name.
- CAMHS (Specialist Child & Adolescent Mental Health Services)
- Capita SIMs – Pupil database.
- Sumdog, Purple Mash, Education City – Educational software providers use to support delivery of the curriculum
- Cober Hill and Buckden House. Pupil medical and dietary needs when children attend residential trips.
- Swimstart – Swimming registers
- Ascentis – Provider of IDL software (a reading and spelling support programme)
- Softlink – Library internet based software

### **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 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/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 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 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

If you have a concern about the way Silsden Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

**Where can I find further information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.southcraven.org](http://www.southcraven.org) or download our GDPR Data Protection Policy.

**Summary**

- Silsden primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- I understand how my data is used.
- Silsden Primary School may share my data with the DfE, and subsequently the LA.
- Silsden Primary School will not share my data to any other third parties without my consent, unless it has a legal basis so to do.
- Silsden Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- I understand where I can find out more information about the processing of my personal data.