

St Chad's Patchway CE VC Primary School

Loving to learn, learning to love.

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under GDPR Article 6 - Lawfulness of processing

1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes for example permission for use of photos on the school website or specifically when we are working with a research body such as a University and we have asked directly if people would like to be involved and would like to share their information as part of being involved.

1(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

1(c) processing is necessary for compliance with a legal obligation to which the controller is subject;

1(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

1(e) 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;

And under Article 9 - Processing of special categories of personal data

2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

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

The categories of pupil information that we collect, hold and share are the same as all schools and include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information,
- Any safeguarding / child protection information where applicable,
- CCTV images,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information.

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 time specified in the school's data retention policy.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us,
- our local authority,
- the Department for Education (DfE),
- educational support teams such as Educational Psychologist, School Nurse, Speech and Language support NHS on request etc.,
- school meals team (information such as allergies),
- ParentPay Ltd, Ricoh Arena, Phoenix Way, Coventry CV6 6GE Email: dpo@parentpay.com
- Cypad Ltd, Monarch House, Queen Charlotte Street, Bristol BS1 4EX The DPO, can be contacted via support@cypad.com
- Teachers2Parents text system: Privacy - Eduspot Marketing, 2 Darker Street, Leicester, LE1 4SL. Tel: 0207 237 8456
- Wonde Ltd (Teachers2Parents intermediary platform), St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS Email: dpo@wonde.com; Tel: 01638 779 144
- Southern Brooks Community Partnerships, Data Protection Officer, Coniston Community Centre, The Parade, Coniston Road, Patchway, Bristol BS34 5LP Tel@ 01454 868 570 Email: Rachelstagg@southernbrooks.org.uk
- ClassDojo, 735 Tehama Street, San Francisco, California, 94103 United States of America
Email: privacy@classdojo.com
- Times Table Rock Stars: Maths Circle Ltd, Ossory Offices, Hazelwood Lane, Ampthill MK45 2HF Email: support@trockstars.com
- Big Maths: Andrell Education, Premier House, High Street, Crigglestone, Wakefield, WF4 3EB. Email: contact@andrelleducation.com Tel: 01924 229 380
- School Photographer: Mr M Baker, Stanley Baker Studios Ltd, SBS House, Tyler Street, Parkeston, Essex CO12 4SB Tel: 01255 242 200 Email: mark@sbsdigital.co.uk
- Y6 Camp: Data Protection Manager, Travel Class Ltd (t/a JCA Adventure), Olivier House, 18 Marine Parade, Brighton, BN2 1TL Tel: 01273 647 200
- Pupil Attainment Data: Gordon Brown (DPO), FFT Education Ltd, 1st Floor, 79 Eastgate, Cowbridge, Vale of Glamorgan, CF71 7AA Tel: 01446 776 262 Email: dpo@fft.org.uk
- Bristol Rovers Community Trust, Memorial Stadium, Filton Avenue, Bristol BS7 0BF DPO Ed Strange Tel: 0117 9522 581

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

Connecting Care has been established in order to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care NHS Partner Organisations may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care please contact PALS 0800 073 0907, or visit <https://www.southgloucestershireccg.nhs.uk/about-us/how-we-use-your-information/connecting-care/>

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.

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>

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 Headteacher Mr D Brown.

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.org.uk/concerns/>

Contact:

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

The Headteacher

St. Chad's Patchway

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Cranham Drive
Patchway
Bristol
BS34 6AQ

Tel: 01454 866523

Email: admin@stchadsprimaryschool.co.uk