



## Higher Failsworth Primary School

### Privacy Notice (How we use pupil information)

At Higher Failsworth Primary school we collect and process a variety of different types of data. This document gives information about what we do with the data we collect. Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about our pupils.

#### **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 and professional involvement)
- medical and administration (such as doctors information, child health, dental health, allergies, medication, medical needs and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as early years baseline information, key stage 1 results, phonics results, key stage 2 results and any other relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see further information on our school website [www.higher-failsworth.oldham.sch.uk](http://www.higher-failsworth.oldham.sch.uk)

#### **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 the Department for Education (DfE) data collections

We collect and use pupil information under the General Data Protection Regulations (GDPR) and UK law, including:

- Article 6 and Article 9 of the GDPR - processing is necessary for the performance of a task carried out in the public interest.
- Education Act 1996.
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with the law.
- We need it to perform a task in the public interest (to provide our pupils with an education).

Sometimes, we may also process pupils' personal data in situations where:

- Pupils (or parents/carers) have given consent for us to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

## **Collecting pupil information**

We collect pupil information via registration/data collection forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous schools.

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.

## **Storing pupil data**

We follow the guidance in the Information and Records Management Society's guide as to how long to retain information for. We hold pupil data securely for a set amount of time shown in their data retention schedule. For more information on the data retention schedule we follow please see

<https://irms.org.uk/page/SchoolsToolkit>

Most of our data is held securely in electronic information management systems such as SIMS and CPOMS. These systems are all password protected, and trackable with the users being granted individual access to the minimum amount of data required to fulfil their role in school. Some paper records are kept and these are stored securely in locked cabinets with access designated to specific individuals.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority including for admissions and exclusions and support services such as Educational Psychology and QEST
- the Department for Education (DfE)
- School Nursing Team and other NHS providers e.g. GP's, CAMHS, for vaccinations, etc.
- the Police and Social Services (where there are safeguarding concerns)

We also share personal data with third party organisations which provide services to us. This data is only shared where it is essential for the service to be provided. We currently provide pupil level data for the following purposes:

- to provide core school business services
- to run core IT systems, e.g. SIMS pupil database, CPOMS
- to support learning through curriculum products, e.g. TT Rockstars, ClassDojo, assessment software, etc. A full current list of third party organisations is available on request.

## 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.

We do share limited personal data with third party organisations which provide services to us. This data is only shared where it is essential for the service to be provided. We currently provide pupil level data for the following purposes:

- to provide core school business services
- to run core IT systems, e.g. SIMS pupil database, CPOMS
- to support learning through curriculum products, e.g. TT Rockstars, ClassDojo, assessment software, etc. A full current list of third party organisations is available on request.

## Department for Education (DfE)

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, such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data research data](#).

All data is transferred securely and held by the Department for Education (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.

## 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 school office by email to [info@higher-failsworth.oldham.sch.uk](mailto:info@higher-failsworth.oldham.sch.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice (Appendix 1).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in September 2022.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the School Business Manager by email to [info@higher-failsworth.oldham.sch.uk](mailto:info@higher-failsworth.oldham.sch.uk)

## Appendix 1: How the Government uses your data

The pupil data that we lawfully share with the the Department for Education (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 (DfE) (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 (DfE) 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 for Education (DfE).

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 for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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/df-external-data-shares>

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>