



**Newall Green  
Primary School**

*Aiming High To Reach Our Goals*

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH  
Tel: 0161 437 2872 Fax: 0161 436 2178 [www.newallgreen.manchester.sch.uk](http://www.newallgreen.manchester.sch.uk)



# Pupil Privacy Policy

Version: December 2017

Version 2 – Updated 2017

To be reviewed 2018

Signed off by: .....

<b>Document Control</b>	
Title:	Pupil Privacy Policy
Date:	May 2016 Reviewed Nov 2017
Supersedes:	Version 1
Amendments:	Additional data school holds added Processes for sharing data detailed Data protection officer named Data breach process added
Related Policies / Guidance:	Code of Conduct, Safeguarding policy, E-Safety policy, Behaviour policy
Review:	Nov 2018

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

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

Data Protection Act 1998: How we use pupil information

We collect and use pupil information under the Education Act 1996 this 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

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

- Personal information (such as name, unique pupil number and address, photograph)
- Copy of birth certificate to verify date of birth
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons, medical evidence, attendance officer pick up logs, home visit logs, penalty advisory letters, fines, court dates, minutes)
- Assessment information (results, levels attained)
- Special educational needs information (diagnosis, assessment information, support plans, reports, minutes)
- Relevant medical information
- Behaviour logs (including exclusions, support plans, CPOMS records, part time time tables)
- Evidence provided for entitlement to free school meals (such as tax credit information, statement of benefits received)
- Early Help Assessment paperwork, (minutes, targeted support requests, shared information from external agencies.
- Request for social worker support forms
- Information parents / carers choose to share in home / school planners.

### **Collecting pupil information**

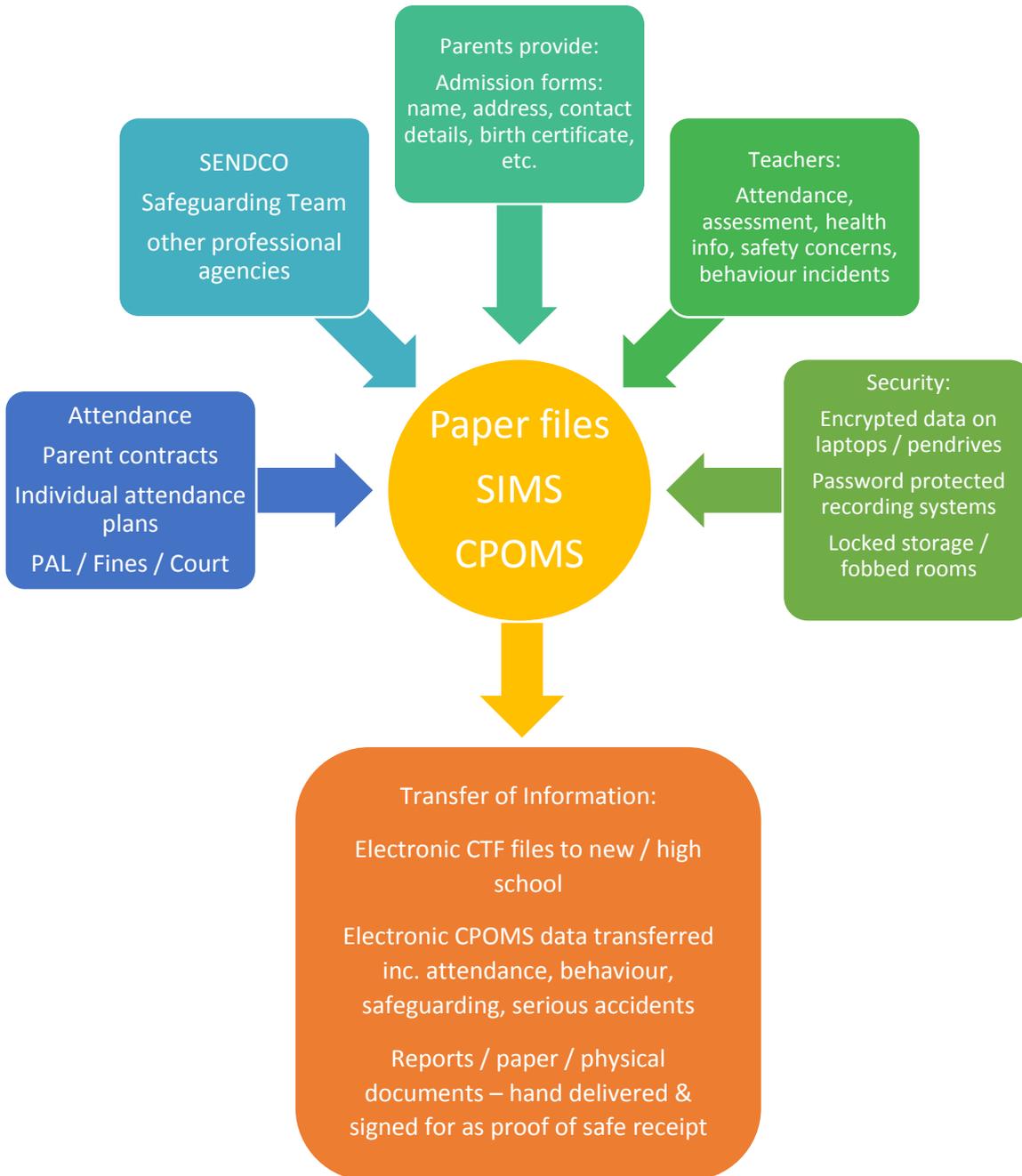
Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

Electronic pupil data is stored on SIMS until a child reaches the age of 24, although after leaving our school this information is reduced to name, the last known address and contact numbers. The rest of the data is kept for the time a child attends the school and in archive for a further 7 years. The data is held on password protected systems which prevent accidental loss, destruction or damage to personal data. Physical / paper copies of records / data are kept in locked storage / filing cabinets in classrooms and offices.

Offices used by staff who work with confidential data remain locked when staff are not working in them. Paperwork is stored in locked filing cabinets within.

**Collection, storage and sharing of data process**



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

We routinely share pupil information with:

- All school staff
- Cherry Tree Trust Trustees & Governors
- School nurse / NHS services
- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- School social worker & Manchester Children's Services

## **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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **How we share pupil information**

We share information electronically using encrypted / password protected emails. Via private and confidential recorded post. In person, paper copies are passed to new school and signature required as receipt of delivery.

## **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 Dianne Harris, School Business Manager responsible for Data Protection [admin@newallgreen.manchester.sch.uk](mailto:admin@newallgreen.manchester.sch.uk) Excessive or repeated requests for copies of information may incur an administrative fee

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/>

### **Personal Data Breaches**

Internal procedures for detecting, reporting and investigating a personal data breach.

These procedures are put in place and monitored as breaches could result in identify theft or confidentiality breaches of an individuals personal and private information.

The following systems are carried out and reviewed termly:

Laptops, ipads, pen drives checked and photographs deleted. No personal data stored or personal use of laptops, history checked.

Staff are responsible for screen locking computers whilst unattended and logging out of school computer systems at the end of the day. Site manager checks all computers are logged of at the end of the day.

All rooms with personal information stored within are locked when unattended.

Any paper based documents with personal data are to be shredded or

Code of conduct is signed by every member of staff agreeing to adhere to school's policy on data protection and appropriate use of personal information.

Where we detect data has been breached staff are to report the breach to the supervisory authority without undue delay.

**Contact:**

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

- Mrs Dianne Harris, School Business Manager, [admin@newallgreen.manchester.sch.uk](mailto:admin@newallgreen.manchester.sch.uk)