# Baguley Hall Primary School



# Parental Privacy Notice for use of Pupil Data

This privacy notice explains how Baguley Hall Primary School collects, processes, holds and shares personal data about pupils of our school, in line with our statutory responsibilities.

## Pupil information that we collect, process and use includes, but is not restricted to:

* 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, ranking and the support received)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage 1 and phonics results, KS2 SATs, Teacher Assessment)
* behavioural information (such as exclusions and any relevant alternative provision put in place)
* Photographs and videos, including CCTV footage *(see appendix 1 for live lesson update)*

## Why we collect and use pupil information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

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 collect and use pupil information, for the following purposes:

* to support pupil learning
* to monitor and report on pupil attainment progress
* to provide appropriate pastoral care
* to assess the quality of our services
* provide library, ICT and information services
* process admissions
* maintain pupil records
* to keep children safe (food allergies, or emergency contact details)
* to meet the statutory duties placed upon us by the Department for Education
* Comply with the law regarding data sharing
* To communicate with our pupils and parents/carers

## Collecting pupil information

We collect pupil information in a variety of ways including admission forms and electronic (CTF - common transfer file) and paper records 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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

Pupil data is stored in a range of different places, including pupil files and in our schools IT systems.

We hold pupil data until the pupil leaves and goes to another primary school or secondary school, at which point the record is transferred to the new school. This is in line with the Education (Pupil Information) (England) Regulations 2005 SI 2005 No.1437.

If a pupil transfers to an independent school, becomes electively home educated or leaves the country, the record is retained for the statutory retention period.

We hold pupil data securely for the set amount of time shown in our data retention schedule.

More information on our data retention schedule and how we keep your data safe, is available on our website: www.baguleyhall.manchester.sch.uk/manchester/primary/baguleyhall/site/pages/documentspolicies/

## Who we share pupil information with

We routinely share pupil information with:

* Schools that pupils attend after leaving us
* Our local authority
* the Department for Education (DfE)
* the pupils family and representatives
* Examination bodies
* Our regulator (Ofsted)
* Professional advisors and consultants
* School Nurse/Health and Social Welfare organisations
* SIMs (Capita - management information system)
* SIMSPay (online payments system)
* Suppliers and service providers – to enable them to provide the service we have contracted them for

## Why we regularly share pupil information

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.

## Department for Education

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, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

**Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

* the [Schools Admission Code](https://www.gov.uk/government/publications/school-admissions-code--2), including conducting Fair Access Panels.

**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 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/dfe-external-data-shares>

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

**Privacy Notice – Additional information for children in need and looked-after children**

In addition to the details set out in this privacy notice, this section explains how we use information relating to children in need and looked-after children.

The categories of children in need and looked-after children information that we collect, hold and share include:

* information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
* episodes of being looked after (such as important dates, information on placements)
* outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
* adoptions (such as dates of key court orders and decisions)
* care leavers (such as their activity and what type of accommodation they have)

**Why we collect and use this information**

* to support these children and monitor their progress
* to provide them with pastoral care
* to assess the quality of our services
* to evaluate and improve our policies on children’s social care

## Requesting access to your personal data

Under GDPR, 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:

Mrs K Bulman, Headteacher (email to head@baguleyhall.manchester.sch.uk or via telephone to 0161 998 2090).

Depending on the lawful basis above, you may 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
* a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

## DPO (Data Protection Officer) contact details

Tom Powell,

Head of Internal Audit & Risk Management,

Manchester City Council,

Floor 6 (Mount St Elevation),

Town Hall Extension,

Albert Square,

Manchester,

PO Box 532,

M60 2LA

Telephone: 0161 600 7993

email: schools.dpo@manchester.gov.uk

## 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 on **29.01.2021**

Appendix 1:

PRIVACY NOTICE: ONLINE LEARNING AND LIVE LESSONS

Data Use

During the Covid-19 (Coronavirus) pandemic, we want to ensure that pupils are able to access a variety of online learning including ‘live lessons’ which will include a mixture of teaching and instruction and also giving pupils tasks to complete. These lessons will be hosted via the online video platform, Zoom.

When accessing the platform, pupils and/or parents will need to share some basic personal information in order to use the platform (i.e. name and agreed email address).

It is very important that your personal information is kept safe and there are measures in place to ensure this happens.

Our zoom charter explicitly states that all lessons are recorded for safeguarding purposes. This has been shared with children and parents.

These recordings **will only** be converted and reviewed to address a **safeguarding** concern.

If necessary to review, they will be reviewed by the Headteacher or DSG officer only.

They will be retained for 12 months.

The zoom platform has its own GDPR/Privacy statements which can be reviewed at:

https://zoom.us/gdpr