



Privacy Notice: General Data Protection Regulation (GDPR) 2018
Pupils and Parents/Carers

Under new legislation introduced to replace the Data Protection Act, The General Data Protection Regulations (GDPR) come into force on Friday 25th May 2018. Under this legislation, we are obliged to inform you of the information we hold on you/your child, what we use it for, who we share it with and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it, is unclear, please contact either the school's Data Controller, Mrs N Willis via the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

Why do we collect and use your information?

We collect and use pupil information under Section 537A of the Education Act 1996, Section 83 of the Children Act 1989 and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR).

- Article 6 (GDPR) condition – Processing is necessary for compliance with a legal obligation to which the data controller is subject.
- Article 9 (GDPR) condition - For substantial public interest on legal basis

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral and medical care
- For safeguarding and pupil welfare purposes
- For research purposes
- To inform you about events and other things happening in school
- To assess the quality of our service
- To comply with the law regarding data sharing
- To ensure we meet our statutory obligations including those related to diversity and equality

We may also receive information from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service (LRS).

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

Which data is collected?

The categories of pupil information that the school collects, holds and shares includes the following:

- Personal information – e.g. names, unique pupil number, contact details
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs or Disability

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter Z5868305

How long is your data stored for?

We hold your education records securely in line with retention guidelines until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are destroyed securely.

There are strict controls on who can see your information. We will not share your data if you have advised us that you don't want it shared unless it is the only way we can make sure you stay safe, healthy or we are legally required to do so.

Who do we share pupil information with?

We will only provide personal information to an external organisation or individual for the purposes set out above or in order to help prevent; risk of harm to an individual, or if required to do so by law or under a data sharing agreement.

We routinely share pupil information with:

- schools that the pupil attend after leaving us
- Local Authority
- the Department for Education (DfE)
- NHS (*for inoculations, etc*)

Why we share 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 National Pupil Database (NPD) is owned and managed by the 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. 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.

Wallsend Jubilee Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP 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 Mrs N Willis, School Business Manager via the school office.

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:

Mrs N Willis
School Business Manager
Wallsend Jubilee Primary School
Mullen Road
Wallsend, NE29 9QW
Tel: 0191 8141601
Email: office@wallsendjubileeps.org.uk

OR

Data Protection Officer (for Schools)
Law and Governance
Quadrant East
Silverlink North
North Tyneside, NE27 0BY
Tel No: (0191) 643 2333
DPO.Schools@northtyneside.gov.uk

Changes to our privacy policy

We keep this policy under regular review and we will place any updates on our website at www.wallsendjubileeps.org.uk