

Seaview Primary School



Privacy Notice

Privacy Notice for Staff, Pupils and their Families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulations (GDPR) come into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data in order to be compliant with the GDPR.

Who processes your information?

Seaview Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **Mrs Karen Field, Headteacher**, acts as a representative for the school with regard to its data controller responsibilities. Please telephone **0191 5813974** or send an email to seaview@durhamlearning.net in the first instance if you wish to get in touch.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Seaview Primary School upholds are imposed on the processor.

Mrs Lexi Wilkinson, Deputy Headteacher, acts as the Data Protection Officer for Seaview Primary School. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on **0191 5813974** or seaview@durhamlearning.net

Why do we collect and use your information?

Seaview Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, the Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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

We use pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To share with extended agencies

Which data is collected?

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

- Personal information (pupils) – e.g. names, unique pupil numbers and addresses
- Personal information (staff) – e.g. Teacher Reference Number, date of birth, address, next of kin, qualifications
- Personal information (families) – e.g. names, addresses, telephone numbers, parental responsibility
- 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 SEND
- Behavioural information – e.g. number of temporary exclusions
- Contractual and pay information (staff)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to staff, pupils at **Seaview Primary School** and their families is stored in line with the school's **GDPR Data Protection Policy**. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the Department for Education (DfE) on a statutory basis. The DfE has legal powers to collect the pupil, child and workforce data that schools hold. For more information on the legislation which allows this, see:

- **Section 114 of the Education Act 2005**
- **Section 537A of the Education Act 1996**
- **Section 83 of the Children Act 1989**

The shared data forms a significant part of DfE's evidence base to use:

- In school performance tables
- In adoption scorecards
- In statistical first releases
- To evaluate and inform educational policy

- To assess funding to local authorities and school

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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.

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>

Seaview Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school (i.e. their next school)
- The Local Authority
- The Department for Education (DfE)
- The NHS – School Nurse, eye and hearing checks etc.
- CPOMS – safeguarding and child protection software for schools
- Other external agencies and professionals who may be involved with the child at specific times of their education, e.g. CAMHS, SALT, Educational Psychology.

The information that we share with these parties includes the following:

- Personal information (pupils) – e.g. names, unique pupil numbers and addresses
- Personal information (staff) – e.g. teacher reference number, date of birth, address, next of kin, qualifications

- Personal information (families) – e.g. names, addresses, telephone numbers, parental responsibility
- 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 SEND
- Behavioural information – e.g. number of temporary exclusions
- Contractual and pay information (staff)

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how **Seaview Primary School** uses your personal data.
- Request access to your personal data that **Seaview Primary School** hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way **Seaview Primary School** and/or the DfE is collecting or using your personal data, we request you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or <https://ico.org.uk/concerns/>

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Review date: Autumn term 2018