

West Sussex County Council
Model



Parents/Carers Privacy Notice for Pupils

Version Dated: January 2018

Adopted by Vale School: March 2018
Effective from 25th May 2018

Vale School will always adopt the West Sussex County Council Model documents as appropriate.

Parents and Staff are advised to check the West Sussex County Council website (www.westsussex.gov.uk) in case of any amendments since the date of adoption.

We will endeavour to ensure we adopt the updated versions as soon as practical.

We would welcome Parents or Staff to notify us if there have been any changes.

Parents/Carers Privacy Notice for Pupils **Information about Pupils in School**

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act 1998 (DPA) will be replaced by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

Vale School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z8580202).

The Data Protection Officer (DPO) for the school is Mrs Carpenter, School Business Manager.

We will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest,

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provides measures to safeguard the fundamental rights and the interests of the data subject;

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

- Personal information (such as name, date of birth, unique pupil number and address and contact details, parents details and carers details, contact preferences)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion, special educational needs and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information)
- Educational records, national curriculum assessment results, internal assessment results
- Safeguarding information
- Photographs
- Where pupils go after they leave us

- Any special educational needs or disabilities as well as relevant medical information (such as details of medical conditions, medication, medical care needs, physical and mental health, care plans, support provision)

We may also hold data about pupils that we have received from other organisations, including other schools, the local authority and the Department for Education.

How we use information

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s), Police and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care
- administer the admissions process
- assess the quality of our services
- process any complaints
- protecting vulnerable individuals
- the prevention and detection of crime
- comply with our legal obligations

Who we share data with

We may pass data to:

- the local authority
- The Department for Education (DfE)
- Ofsted
- The pupil's family and representatives
- NHS and associated agencies
- Police
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- School Photographer - Yellow
- Parent Mail
- School Cloud Systems (Parents Evening System)
- Pebble - financial system
- Schools that a pupil attends after leaving this school
- School Fund Auditors

For further information about who we share with and why please see APPENDIX A.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

Photographs

The School may take photographs, videos or webcam recordings of pupils in school, at events and on trips, for use within the school.

CCTV.

The school operates CCTV on the school site as it is considered necessary to protect pupils' safety and/or the school's property

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

APPENDIX A

Who we share data with and why

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.

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 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>

Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. It reports directly to Parliament and is both independent and impartial. By law it must inspect schools with the aim of promoting improvement and to hold schools to account. The school will provide information as requested by Ofsted.

Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our pupils to CCGs.

CCGs use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

NHS

The school will share pupil information with various NHS organisations and medical professionals as required to support the physical and mental health needs of pupils.

Local Authority - education and training

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Local Authority – social services, support Teams eg. Domestic Abuse, MASH, Sensory support, Speech and Language, SEN Assessment Team, Integrated Prevention and Earliest Help, Educational psychology service

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

External Service Providers

The school uses a variety of external service providers to enable the school to provide a combination of both statutory and non-statutory services for the pupils at the school. Appropriate data will be shared with these providers to enable them to fulfill their obligations to the school.

School Photographer - Yellow

We share the names of class teachers with the school photographer for the purpose of managing and production of the school photographs.

Parentmail

We share some pupil data and parent/carer contact details with Parentmail in order to allow them to operate the communication system on behalf of the school, and to facilitate the online payments system.

School Cloud Systems (Parents Evening System)

We share pupil names, dates of birth and classes with School Cloud Systems to facilitate the operation of our online system to allow parents to book appointments for parents evenings, reserve places in after-school clubs and book for certain events.

Pebble - Financial system

Some data will be stored within the Pebble financial system as part of our records of your financial transactions with the school in relation to children.

Google G Suite

We use G Suite as the school's main operational document processing and storage system, and e-mail service. We share names and e-mail addresses with Google for the provision of user accounts for the school's G Suite services. Google also act as a Data Processor for the school in respect of the school's data stored within the service. This is controlled by the school as the Data Controller, under the special G Suite for Education terms.

After-school club providers

In order to provide a rich and varied programme of extra-curricular activities for pupils, the school works with a variety of external providers of after-school clubs. For the purposes of safeguarding and ensuring the welfare of the children taking part, data will be shared with these providers.

EduFocus Evolve

Online system for the planning, approval and management of educational visits and extra-curricular activities. This is provided through the LA.

Off-site Educational Centres

In order to provide children with opportunities to access off-site education experiences, we may need to provide details of names, dietary requirements and certain medical information to off-site providers.

South Downs Leisure Trust

Pupil details will be shared with South Downs Leisure Trust for the operation of the swimming lesson programme which takes place at their Splashpoint venue.

Worthing School Sports Association (WSSA)

Pupil details may be shared with WSSA for the co-ordination and organisation of inter-school sporting events and competitions.

West Sussex Music Trust

Pupil details may be shared with West Sussex Music Trust in connection with the provision and administration of music lessons.

Approved volunteers supporting on trips/external activities

For the purposes of safeguarding and ensuring the welfare of the children taking part in

off-site activities, data will be shared with volunteers, approved by the school, who are assisting with the activity.

Cherrytree Childcare - Breakfast Club / After School Childcare providers

For the purposes of safeguarding and ensuring the welfare of the children attending the wrap-around childcare provision, names, dietary, medical and welfare information for these children will be shared with Cherrytree Childcare.

Education Welfare Officer

In order to meet the statutory requirements for monitoring pupil attendance, the school will share data relating to pupil attendance with the Worthing Schools external Education Welfare Officer

Chartwells - School Catering provider

In order to meet statutory requirements for the provision of hot meals for pupils in school, we will share children's names and dietary requirements with Chartwells, who are the West Sussex school meals provider.

Support Services for Children

At times, in order to make appropriate provision for children, in accordance with the Special Educational Needs and Disability Code of Practice: 0-25 years 2015 and the Children and Families Act 2014, the school works with the following organisations:

- Charitable organisations eg Winston's Wish, Chestnut Tree House
- Private therapists
- Family support workers
- Private fostering organisations
- Virtual schools
- Your Space - play therapist
- Jigsaw - occupational therapy

During the course of this work, the school will need to share a range of information on the pupils involved.

EES for Schools - Target Tracker assessment system

In order to meet the statutory requirements to record and monitor pupil's academic progress and attainment, we utilise the Target Tracker assessment system to hold and analyse the data.

Other schools

To comply with the requirements of the Education Act in respect of maintenance of child's Educational Record, information will be shared with destination schools when children leave.

Supply Teachers

The school uses supply teachers to cover classes during staff absences. These supply teachers will have access to relevant personal information about pupils to allow them to effectively carry out their duties and care for the children.

Educational software/resource providers

eg Sumdog, TT Rockstars, Language Nut, MyMaths, Oxford Owl, Charanga, Code.org, Memrise

We share basic pupil details with external service providers to allow access to the services provided for the school. These services may store data relating to the child's scores and achievements within the resource for the school's use.

IT service providers

On occasion, our external IT service providers may require access to the school systems in order to execute their contracted functions to the school, or to provide support to school staff. Such access will only be made under the direction and control of the school.

The school also uses an secure online service for backup of all locally-hosted data. However, all data is encrypted on site prior to transmission and remains encrypted whilst stored. The provider does not have access to the decryption key and so cannot access any personal data stored in these backups.

Governing Body

In the event of a complaint, safeguarding issue or permanent exclusions, personal information relevant to the issue will be shared with the specific Governors involved in order for them to fulfil their statutory obligations.

School Fund Auditors

Appointed companies will have access to the financial records of the School Fund accounts which may include pupils' names in respect of financial transactions, and will have access to the register of children in receipt of free school meals.

Confidential Waste Disposal Contractors

The school may use external providers for the disposal of paper documentation containing personal information at the end of the relevant retention periods. These providers may take the documents away from the school in secure containers for off-site destruction.