

## **Marine Park First School** **GDPR Privacy Notice (How we use pupil information)**

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

Marine Park First School is the data controller of the personal information you provide to us. The Headteacher and Office Manager act as the representatives of the school with regard to its data controller responsibilities.

We collect information from you and receive information about you and your child from previous schools or settings, from North Tyneside Council and from other outside agencies who are involved with the work of the school and your child.

Marine Park First School holds the legal right to collect and use a range of personal data relating to pupils and their families. We collect and use pupil information in order to meet legal requirements and legitimate interests set out in The Data Protection Act (GDPR from 25 May 2018) and UK law including those related to

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Education Regulations 2013

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 safeguarding and 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, contact number)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as in year teacher assessment data, end of key stage assessment outcomes and end of year pupil reports)
- Relevant medical information (such as letters from GPs, paediatricians, therapists; medical care plans and EHCPs – Education Health Care Plans)
- Special Educational Needs and Disabilities information (such as letters from outside agencies and professionals with a particular expertise; minutes of SEND meetings and EHCPs)
- Pastoral information (such as behaviour records, records of exclusions, pastoral support, records of parental complaints and information linked to safeguarding)

### **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, when collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. When 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.

## **Storing pupil data**

Information and data is stored electronically and some in paper format. All information is held securely and treated sensitively. Confidential data stored on computer and is password protected. Access is restricted.

## **How long is your data stored for?**

We hold personal data relating to pupils and their families in line with the school's GDPR Data Protection Policy and the Information and Records Management Society Retention Guidelines for Schools.

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.

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

We do not share information about our pupils with anyone without consent unless the law and our policies require or allow us to do so.

We routinely share pupil information with:

- The Department for Education (DfE)
- North Tyneside Local Authority
- Schools that the pupil's attend after leaving us
- NHS
- Outside agencies or professionals who work with the school or with your agreement with your child
- EES - Target Tracker – the school's system for storing pupil assessment information

## **Why we share pupil information**

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 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>

– 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>. The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

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

In order to support the **School Nursing Service** with the delivery of local and national health initiatives for children, e.g. health screening and child immunisation programmes, the school will share information. This will include the name, date of birth, address and school attended. With your consent and in accordance with the SEND Code of Practice, we may share information about your child with **outside agencies and professionals** such as Educational Psychologist, CAHMS, Language and Communication, Speech and Language, Occupational Therapy etc. With your consent we share information about your child with **ECRR** – Reading Recovery and **ECC** – Numbers Counts if they take part in these intervention programmes, in order that progress can be tracked.

In order to support transition between schools, we will share personal information, including name, date of birth, address, unique pupil number, Gender, FSM, Pupil Premium, Ethnicity, First Language, EAL (English as an Additional Language), SEND, Gifted, Talented, In Care, Age, Terms Completed, Attendance data, Assessment data, relevant medical/pastoral information, and parental contact information with **schools that the pupils attend after leaving us**.

In order for school to manage an efficient electronic system for collating and analysing pupil assessment information we work with **EES - Target Tracker**. The following pupil data items are

recorded within Target Tracker software: UPN (Unique Pupil Number), Name, Date of birth, Year Group, Date of Entry, Gender, FSM , Pupil Premium, Ethnicity, First Language, EAL , SEN, Gifted, Talented, In Care, Class, Age, Terms Completed, Attendance data, termly Assessment data.

In order for school to operate a texting service to parents we work with **Schoolcomms** which is integrated with **SIMS**. Schoolcomms uses pupil name/parent telephone contact details and class groups in order to provide this service.

### **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 the school office 0191 2008723

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:**

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

- the school office 0191 2008723 or [MarinePark.First@northtyneside.gov.uk](mailto:MarinePark.First@northtyneside.gov.uk)