



Rode Heath Primary School

Heath Avenue, Rode Heath,
Stoke on Trent, ST7 3RY
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Headteacher: Mr. John Frankland

*Inspiring learning; nurturing minds;
achieving for life*



Privacy Notice

This privacy notice tells you what to expect when Rode Heath Primary School collects personal information about you. Under the General Data Protection Regulations (GDPR) we are required to inform you of the information we hold about you, what we use it for, who we share it with, and for how long we keep it for.

It applies to;

- Existing pupils and their parents/carers
- Job applicants, employees and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)
- Visitors to the school
- Suppliers/Customers/Contractors

The Data Controller

Our school process personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller. Rode Heath Primary is registered as data controllers with the ICO and will renew this registration annually, or as otherwise legally required.

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

- Admissions
- Attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Attendance (number of absences and reason for both pupils and staff)
- Behaviour (exclusions, alternative provision information)
- special educational needs (including the needs and ranking)
- Catering and free school meal management
- Trips and activities
- Medical information and administration
- Safeguarding

- 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)
- Personal identifiers, contacts and pupil characteristics (name, contact details, address)
- Characteristics information (such as gender, age, ethnic group)
- Identity management/authentication
- Staff contract information (hours worked, job role & salary information)
- Qualifications
- Governance details (role, start date/end date)

Why we collect and use pupil, workforce and governance information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

The lawful basis on which we use this information

The school collect and use pupil information under Article 6 GDPR (1) e 'Public Task'

<https://gdprinfo.eu/art-6-gdpr/>. This is because we need to process personal data in order to:

- Carry out a task in the public interest
- Exercise our official authority
- Fulfil a contract we have entered into with you
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Article 6(1)(f) 'Legitimate interests' <https://gdpr-info.eu/art-6-gdpr/> This gives us a lawful basis for processing where:

- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child."

Collecting pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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.

Storing data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to the employment. Once the employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Policy. The school uses the Information and Records Management Society's toolkit, which sets out how long we keep information about pupils, staff and governors:
<https://irms.org.uk/page/SchoolsToolkit>

Who we share information with

We do not share personal or business information about you with anyone outside of the school without permission from you, your parents/carers or the company unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with;

- The local authority – to meet our legal obligations e.g. safeguarding
- The Department for Education
- Educators and examining bodies
- Our regulator, e.g. Ofsted
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Charities and voluntary organisations
- Police forces, courts, tribunals

Local authorities, the Department for Education (DfE), and agencies that are prescribed by law, such as Ofsted and the Department of Health (DH) are all data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

Why we regularly share pupil 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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

You can find out if we hold personal information about you by requesting a "Subject Access Request" under the Data Protection Act 1998.

Your request should be in writing and sent to the address below.

If we do hold information, we will:

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information

You also have the following rights:

- Object to our use of your child's personal data
- Object to the processing of your child's personal data that is likely to cause, or is causing, damage or distress
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have the personal data we hold about your child corrected, deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Claim compensation for damages caused by a breach of the data protection regulations

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

Alternatively, you can contact the Information Commissioner's Office: <https://ico.org.uk/>

Contact

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

Mrs E Stanway
Rode Heath Primary School, Heath Avenue, Stoke on Trent, ST7 3RY
Telephone:01270 314414
Email: admin@rodeheath.cheshire.sch.uk

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

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

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (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 (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>