

Privacy Notice: How we use your personal information For Staff, Parents & Pupils

About Us

Alford Primary School is known as the "Controller" of the personal data that we collect about you. We process and hold your information in order to provide public services. This notice will explain how we use and share your information.

Why and what personal information do we collect?

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit you by:

- Improving the management of school workforce data;
- Enabling a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the Senior Leadership in the School.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

In specific relation to data held about pupils, we collect information from parents and may receive information about pupils from previous schools. We hold this personal data and use it to:

- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Assess how well our school is doing;
- Information will be shared with the Local Authority in order to arrange funding for the placements of Pupils/Children.

This information includes pupil's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

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

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

We also process special categories of personal data that may include:

- physical or mental health needs;
- racial or ethnic origin;
- criminal convictions data;
- civil and criminal proceedings, outcomes and sentences;
- religious or other beliefs of a similar nature.

How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If parents attend our offices, we may collect personal data.

Telephone calls

We will inform parents if we record or monitor any telephone calls you make to us.

Emails

If parents email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum. We recommend that where available you use our secure online services.

Using our website

From time to time we may use web forms on our website to gather feedback in the form of parent questionnaires. Wherever possible we will avoid gathering unnecessary additional personal data and use anonymised results. If we ever require any identifiable information, we will then seek your permission.

CCTV

We have installed CCTV systems in some of our premises used by members of the public, for the purposes of public, staff safety and crime prevention and detection. In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary.

Who do we get your personal information from?

This information is collected or provided to us in a number of ways:

- directly by parents when completing our data forms;
- by members of the public, sometimes anonymously.
- professional organisations involved in the provision of services or to allow the research and intelligence necessary to School performing its statutory functions.

Professional organisations may include other public sector bodies such as health, police services and schools. We may also receive information from government bodies and regulators such as the Department of Work and Pensions and Her Majesty's Revenue and Customs.

Who do we share your information with?

The type of service you receive and your personal circumstances will dictate who we share your personal data with.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

Where applicable, we will share your data with organisations that deliver services on behalf of the School.

We will only share your information where it is necessary to do so. We will not share your information without your consent unless the law requires or allows us to do so.

Where necessary we may share your information with sharing partners, commissioned services or suppliers such as the following categories of recipients:

- Healthcare, social and welfare organisations and professionals

- Service providers such as Evolve+ for Trip management, Integris for data management, Parent Hub for communications, SagePay for online payments, Tapestry for online learning journals, CPOMS
- Local and Central Government, (DFE)
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- Courts and Tribunals

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section- Appendix 1A

How long do we keep your information for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the School's retention or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the Records Management Toolkit, which can be found online: <http://irms.org.uk/page/filelibrary>.

How do we keep your data safe?

We are actively engaged in complying with the new GDPR standards. All data is kept in accordance with our Information Security Policy which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft. Governors ensure through their regular monitoring that adherence to the policies is in place.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with policies designed to keep your information secure.

Further information regarding these policies can be found on our website.

Your personal data is not processed outside of the EU by Alford Primary School.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy by writing us:

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

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 DPO@alford.lincs.sch.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data, please contact:

The Data Protection Officer at DPO@alford.lincs.sch.uk.

Alternatively, you can contact the School by writing to:

Alford Primary School, Hanby Lane, Alford, Lincs, LN13 9BJ

Or

Telephone: 01507 463 414

Email: primaryschool@alford.lincs.sch.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

APPENDIX 1A

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)

Much of the data about pupils in England goes on to be held in 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. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

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 Data Protection Act 2018, 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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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