



Data Protection Act 2018 Privacy Notice – Parent / Carers

We need to hold personal information about your child on our computer systems and in paper records to help us with their educational needs.

Your Headteacher is responsible for their accuracy and safe keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time-to-time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

- to comply with the law regarding data sharing
- Protect pupil welfare
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Provide PTA activities
- Manage pupil medical and dietary needs
- Comply with Health and Safety Law
- Comply with safeguarding requirements
- Support pupil enrichment
- Process financial tasks
- Provide emergency contacts
- Reporting in line with legal obligations

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

- Personal information (such as name, unique pupil number and contact details)
- 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)
- Special educational needs information
- Relevant medical information
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Payment records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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 Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The federation stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The

longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed from our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

Under General Data Protection Regulations, 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, please contact our data protection officers directly, who will arrange for this to happen within the required time.

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

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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 in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer. (see 'Contact us' below).

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the school office.

Parent / Carer information

The schools will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The federation has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If

you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Data Protection Act 2018 Signed Permission – Parent / Carer

You must read the information supplied above and return this signed document to the school.

I am the parent / carer of Class

Specific Additions:

☐ I give permission to the school to use / take images of my child, and for these to be displayed in the school with the name of the child.

☐ I give permission to the school to use my child's photograph/image in the school prospectus?
(this is a video on the school website)

☐ I give permission for my child's medical information, including allergies to be displayed within the school, which will include the child's name and picture to ensure that all staff are aware of any

specific medical needs.

☐ I give permission to display my child's name with birthday, so we can celebrate your child's birthday

☐ I give permission to use my child's image as part of curriculum work?

☐ I give permission to record my child's image as part of video for curriculum purposes?

☐ I give permission for my child to appear as part of a video recording for a special event eg. Christmas play?

☐ Permissions to display children's names and pictures on the website.

☐ Permissions to display children's pictures only on the website.

☐ Permission to use children's pictures on social media e.g. twitter

☐ Permission to use children's pictures in newspapers or external publications

☐ Permission to use children's names on social media e.g. twitter

☐ I give permission for my child to have an annual individual school photograph?

☐ I give permission for my child to be on the annual school class photograph?

☐ I give permission to share basic class lists, including names to NHS commissioned organisations who will then seek permissions from you to carryout checks on children. Please note that on some occasions

we are legally required to do this.

☐ I give permission to share information with new schools, if your child transfers to them, which may be done verbally or physically.

☐ Permission to share children's information with third parties' organisations when we go on trips and events to meet health and safety requirements.

☐ I give permission to share children's information, and relevant health information with sports providers so they can deliver services in school.

☐ Permission to share your child's name and basic details with third party learning resources the school purchases to facilitate learning.

☐ I am NOT happy for the school to take or use photos of my child
Please tick

Name		Date	
Signed			

☐ I understand that as the parent / carer, I have the right to give the school permission to hold and use information about me and the children named above.

☐ I also have been made aware of my rights within the General Data Protection Regulations and how I can contact the data protection officers.

If you change your mind at anytime, you can let us know by e-mailing admin@stalyhill-inf.tameside.sch.uk , calling the school on 01457 763598, or just popping into the school office. If you have any other questions, please get in touch.

Conditions of use

Data Protection Act 1998 and the General Data Protection Regulation from 25th May 2018.

The Data Controller is Stalyhill Infant School.

The information you provide on this form will only be used for the purposes which you give consent for on the other side of this form and will be kept securely for future publications compatible with the original purpose. The photographers may also have copies of these photographs.

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings for promotional purposes after your child leaves this school without consent.

We will **NOT** use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other promotional publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

'Curriculum purposes' includes using images and/or video material made by pupils as part of their topic work and to develop ICT skills.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will use only images of pupils who are suitably dressed for the relevant activity, to reduce the risk of such images being used inappropriately.

Videos by parents of School plays must be kept for personal and domestic purposes and not for any other use.

This consent may be withdrawn, suspended or varied at any time by contacting the school office. You are recommended to retain a copy of your responses to this document. **The taking of unauthorised images and videos, including the use of mobile phone technology is strictly forbidden.**

Please note that this form will be stored either electronically or a paper copy will be saved and retained until your child leaves the school.

The logo for Global Policing, featuring the text "Global Policing" in a bold, black, sans-serif font. Above the text is a blue horizontal line that ends in a small blue square with a white cross-like pattern inside it.