



# **Privacy Notices (GDPR)**

**Adopted by Governing Body: January 2018**

**Due for review: 2018/19**

## **Privacy Notice for Pupils**

### **Privacy Notice (How we use pupil information)**

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

- Personal information (such as name, unique pupil number and address)
- 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 from tests and judgements of teachers
- Behaviour records and details of children who may be excluded from school.
- Information about children's medical needs and details of occasions when first aid has been provided.
- Information about children who are learning English
- Information about children with Special Educational Needs and those who need extra help.
- Information about children who may join our school.

#### ***Why we collect and use this information***

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing

#### ***The lawful basis on which we use this information***

We collect and use pupil information under **[setting to insert the lawful basis for collecting and using pupil information for general purposes (must include a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018)]**

[Examples you may wish to consider for data collection purposes (Departmental Censuses) are the Education Act 1996 – 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>]

## **Privacy Notice for the school workforce**

### **Privacy Notice (How we use school workforce information)**

***The categories of school workforce information that we collect, process, hold and share include:***

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- details required through Keeping Children Safe in Education 2016 (including DBS details, qualifications)
- details required through the Right to Work
- Medical information

### ***Why we collect and use this information***

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- ensure compliance with the requirements of Keeping Children Safe in Education.

### ***The lawful basis on which we process this information***

We process this information under [insert the lawful basis for your processing of school workforce information for general purposes (must include a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR from 25 May 2018)]

[An example you may wish to consider for data collection purposes (Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold school workforce data for [schools/ local authorities need to include the length of time for which the personal data will be stored]

### **Who we share this information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- the Office for Standards in Education (Ofsted)

### **Why we share school workforce information**

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

#### **Local authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Ofsted**

We share personal data with the Office for Standards in Education (Ofsted) on a statutory basis. This data sharing is used as part of the inspection process to ensure that the school meets its responsibilities in respect of Keeping Children Safe in Education.

We are required to share information about our school employees with Ofsted under section 5 of the Education Act (2005)

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded

schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

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

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **[include details of administrator / data protection officer]**

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, 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/>

### **Further information**

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

**[Insert name and / contact details of your administrator / data protection officer]**