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## 2.0 Privacy Notice – Pupil & Family

Brockley Primary School

[Version 1.2]

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<b>Last Reviewed</b>	<b>11.05.2021 (Under Governor Review)</b>
<b>Reviewed By (Name)</b>	<b>Jayne Saxton</b>
<b>Job Role</b>	<b>School Business Officer</b>
<b>Next Review Date</b>	<b>May 2022</b>
<b>V1.2 February 2021</b>	

This document will be reviewed annually and sooner when significant changes are made to the law

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# Privacy Notice (How we use pupil information) – For pupils and their families

## 2.1 What this Privacy Notice is for

Brockley Primary School collect, hold, use and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

## 2.2 The types of information that we process

- personal information that identifies you, and your contact details. This includes name, date of birth, unique pupil number, photographs, contact details and address
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections, [post 16 courses enrolled for] and any relevant results)
- Extra-curricular and enrichment participation

## 2.3 Special category data

- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical information (such as Doctor’s information, child health, dental health, allergies, medication and dietary requirements)
- Funding (Free school meal, Pupil Premium, ESA, High Needs Funding and Catch Up Funding)

## 2.4 Why we collect and use pupil 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
- photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)

- to meet the statutory duties placed upon us by the Department for Education
- to comply with the law regarding data sharing
- for site security
- protect public monies against fraud
- to streamline systems

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation

as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.**

- Article 6(e) - Public Interest

In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive). Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data.

## 2.5 How we collect pupil information

We collect pupil information via admission forms completed by parent/carer when a student joins our School, data collection forms, CCTV cameras, information provided by; parent/carer, the previous school/provisions, local authorities, NHS, Police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

Pupil data is essential for the Schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. We will let you know, when we ask you for data, whether you are required to provide the information and your rights in relation to this.

## 2.6 How and where we store pupil information

We securely store pupil information on the School's IT network. Pupil data is contained in the MIS system (RM Integris) which is cloud based and supported by RM. Pupil data held on the network should be stored on the on-premise servers which are security control by folder permissions. The relevant folder permissions ensures that sensitive information is protected from those who shouldn't have the authorization to change or even access the content. At the same time, configuring permissions lets users who have the right to access a folder to do so securely. Any data transmitted on email is held on O365 edu tenants. Any data shared in Teams is governed by Teams Policy and security controls. These policies follow our own best practice and guidelines set down by the DfE. Secure storage is provided for paper based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the school website for the school retention document.

We are currently following the instructions of the [Independent Inquiry into Child Sexual Abuse \(IICSA\)](#) which states that student records should not be destroyed until this inquiry is complete.

## 2.7 Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Feeder schools
- Our local authority
- Other relevant local authorities
- Our Governing Body
- The Department for Education (DfE) Inc. Learner Record Services and the National Pupil Database
- Police and other law enforcement bodies, for example environment agency, immigration service and crown prosecution service
- NHS (agencies and services)/School Nurse
- External systems used by the School to carry out day to day processes and requirements. For example, and not limited to; RM Integris, Teachers to Parents

## 2.8 International Transfers

In connection with the purposes identified above, your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA that is not subject to an adequacy decision by the EU Commission, information is adequately protected by EU Commission approved standard contractual clauses or a vendor's Processor Binding Corporate Rules. For more information on the transfer mechanism used, please contact us at the details set out below.

## 2.9 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.

### 2.9.1 Department for Education

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:

[For use by maintained schools only:] section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by 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.

## 2.9.2 Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels

## 2.10. Requesting access to your personal data, and other rights

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf. Parents also have the right to access their child's educational record.

You also have the right to:

- be informed about the collection and use of your personal data
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation
- restrict processing, although, as above this is a limited right
- object; though other than for marketing purposes, this is also limited as above
- Where we rely on your consent to process your data, you have the right to revoke that consent
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

## 2.11 How Government uses your data

The pupil data that we lawfully share with the 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)

### 2.11.1 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>

### 2.11.2 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 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.

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

### 2.11.3 Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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>

### 2.11.4 How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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 DfE: <https://www.gov.uk/contact-dfe>

## 2.12 Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on the 11<sup>th</sup> May 2021.

## 2.13 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

<b>Data Protection Officer</b>	GDPR for Schools, Derbyshire County Council
<b>DPO Email:</b>	<a href="mailto:gdprforschools@derbyshire.gov.uk">gdprforschools@derbyshire.gov.uk</a>
<b>DPO Phone:</b>	01629 532888
<b>DPO Address:</b>	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:

Information Governance Officer

Children's Services Department, Derbyshire County Council

Room 361

County Hall

Matlock

Derbyshire

DE4 3AG

Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)

Telephone: 01629 532011

For DfE:

Public Communications Unit,

Department for Education,

Sanctuary Buildings,



Great Smith Street,

London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

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

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number Z6445458 and stating that the Data Controller is Brockley Primary School.

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>

## Suppliers and Products

<b>Brockley Primary School</b>
<b>2Simple Ltd</b>
Purple Mash
<b>3P Learning Ltd</b>
Mathletics
<b>Charanga Ltd</b>
Musical School
<b>Class Twist Inc</b>
Class Dojo
<b>Classroom Secrets Ltd</b>
Classroom Secrets
<b>Clifton EMAG Ltd</b>
EAZ MAG
<b>Community Brands UK Holdings Ltd t/a Eduspot</b>
Teachers2Parents Ltd
<b>Cool Milk at School Ltd</b>
Cool Milk
<b>Department for Education (DfE)</b>
Analyse School Performance (ASP)
COLLECT
Common Transfer Form (CTF)
DfE Sign-in
FSM Eligibility Checking System (ECS)
Get Information About Schools (GIAS)
Key to Success (KtS)
Learning Records Service (LRS)
National Curriculum Tools (NCA Tools)
National Pupil Database (NPD)
Ofsted
Performance Checking Exercise
Primary Assessment Gateway
Pupil Census
Pupil Premium Review
School to School (S2S)
Standards and Testing Agency
Teacher Services

**Teachers' Pensions**

**Derby and Derbyshire Safeguarding Children Partnership**

DDSCP

**Derbyshire County Council**

Derbyshire County Council

Internal Process-Alt Provision Sport Music etc

Internal Process-Alternative Provision Early Help

Internal Process-Governance and Finance

Internal Process-Photographs

Internal Process-Pupil Assessment and Tracking

Internal Process-Pupil Files (non SEND)

Internal Process-Pupil Meal Registers

Internal Process-Pupil Work

Internal Process-Safeguarding Pupil Files

Internal Process-SEND Pupil Files

Internal Process-Sign-in and evacuation records

Internal Process-Staff HR Files

Internal Process-Staff Recruitment Files

Internal Process-Teacher planning

Internal Process-Trip and Visit Records

SAP for Schools

**Edenred (UK Group) Limited**

Edenred

**eduFOCUS Limited**

Educational Visits Online Management System EVOLVE

**Facebook Inc.**

Facebook

**Maths Circle Ltd**

Times Table Rockstars

**Microsoft UK**

Office 365

Teams

**One Team Logic Limited**

MyConcern

**Pearson PLC**

Bug Club

**Playwaze Limited**

Playwaze

**Raspberry Pi Foundation**

Raspberry Pi

<b>RM Education Ltd</b>
RM Integris
<b>Seesaw Learning Inc</b>
Seesaw
<b>Teach Active Ltd</b>
Maths of the Day
<b>Wonde Ltd</b>
Wonde
<b>Youth Sport Trust</b>
Youth Sport Trust
<b>Zoom Video Communications Inc</b>
Zoom

Date	Details of Changes	Name	Approval Date	New Version No	Website
11.5.21	<p>Section 2.1 – School name added</p> <p>Section 2.2 – Bullet points removed:</p> <ul style="list-style-type: none"> <li>• For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.</li> <li>• Destination data (this is information about what students do after leaving the school, for example, college, university, apprenticeship, employment)</li> <li>• Post 16 learning information</li> <li>• CCTV data</li> </ul> <p>Section 2.3 – Bullet point removed:</p> <ul style="list-style-type: none"> <li>• biometrics (thumb print for catering services / attendance / access to systems)</li> </ul> <p>Section 2.6 – Network information supplied by Mercury and added to the policy (Pupil data is contained in the MIS system (RM Integris) which is cloud based and supported by RM. Pupil data held on the network should be stored on the on-premise servers which are security control by folder permissions. The relevant folder permissions ensures that sensitive information is protected from those who shouldn't have the authorization to change or even access the content. At the same time, configuring permissions lets users who have the right to access a folder to do so securely. Any data transmitted on email is held on O365 edu tenants. Any data shared in Teams is governed by Teams Policy and security controls. These policies follow our own best practice and guidelines set down by the DfE)</p> <p>Section 2.7 – Bullet points removed:</p> <ul style="list-style-type: none"> <li>• Youth support services/careers services (pupils aged 13+)</li> <li>• Universities</li> <li>• Employers/training providers where references are requested</li> <li>• Work experience providers</li> </ul> <p>Information added to bullet point 7 - and other law enforcement bodies, for example environment agency, immigration service and crown prosecution service</p> <p>Section 2.7 Special category data detail removed and reference to the new Special Category Data Policy</p> <p>Added new 2.8 International Transfers</p> <p>Added new 2.11.5 How to find out what personal information the DfE holds about you</p>	JS		Two	

	Section 2.12 – Update date added Page 9 – ICO number and school name added to last paragraph Appendix 1 added to the Policy				
5.9.21	Full stops removed from lists throughout the privacy notice	KSD	5.9.21	Three	Yes
14.9.21	Appendix 1 – Suppliers and Products list updated to	JS	14.9.21	Four	Yes