

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing “Privacy Notices” (sometimes called Fair Processing Notices) to individuals where we are processing their personal data. This Privacy Notice explains how we collect, store and use personal data about pupils. We, Greenfield Primary School, are the “Data Controller” for the purposes of data protection law. Our Data Protection Officer is Barbara Mulvihill, details are displayed at the end of this Privacy Notice.

The categories of pupil information that we process include:

- admissions including personal information and contacts (such as name, unique pupil number, contact details and address)
- characteristics/personal identifiers (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement, referral information, assessment information, Section 47 information, Initial Child Protection Information and Child Protection Plan Information)
- special educational needs (including the needs and ranking)
- details of medical conditions and administration (such as doctors information, child health [physical and mental health], dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- pupil and curricular records
- assessment and attainment (such as key stage 1, key stage 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place) including exclusions
- financial information, which may include catering and free school meal information and management, personal information to access funded places in nursery
- information for trips and activities including the storage of mobile numbers and email addresses on ParentMail
- CCTV images captured in school for site and stakeholder security
- photographs
- details of support received, including care packages, plans and support providers
- where we have obtained consent to use personal data in a specific way, this consent can be withdrawn at any time.

We may also hold data about pupils that we have received from other organisations, including other schools, nurseries, local authorities and the DfE.

Why we collect and use pupil information

Personal data collected is essential, in order for school to fulfil its official functions and meet legal requirements.

- We collect and use pupil information under the Data Protection Act 1998 (DAP) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR) 25th May 2018. Article 6 (GDPR) condition: Processing is necessary for compliance with legal obligation to which the data controller is subject. Article 9 (GDPR) condition: For substantial public interest on legal basis.
- Education Act 1996
- Regulation 5 of The Education (information about individual pupils) (England) Regulations 2013

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

- a) to support pupil learning and provide children with an education
- b) to monitor and report on pupil attainment progress and allocate correct teaching resources
- c) to provide appropriate pastoral care and any additional support
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to comply with the law regarding data sharing
- h) to perform an official task in the public interest
- i) where we have obtained consent to use it in a specific way

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

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
 - [Section 537A of the Education Act 1996](#)
 - [The Education Act 1996 s29\(3\)](#)
 - [The Education \(School Performance Information\) \(England\) Regulations 2007](#)
 - [Regulations 5 and 8 School Information \(England\) Regulations 2008](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

In addition, concerning any special category data:

- conditions a, b, c, and d of [GDPR - Article 9](#)

How we collect pupil information

We collect pupil information via information supplied by parents, for example registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school, medication forms, and child protection plans.

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.

How we store pupil data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We have adopted the Information and Records Management Society's Toolkit for schools:

<https://irms.org.uk/page/SchoolsToolkit>

Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

Who we share pupil information with

We routinely share pupil information with:

- schools or nurseries that the pupils attend after leaving us
- schools or nurseries that pupils have attended prior to joining us
- our Local Authority
- the Department for Education (DfE)
- NHS and School Nurse

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 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 our Local Authority and the DfE under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do. We may share personal information about pupils with:

- The Local Authority – to meet our legal obligations to share certain information, such as SEND, Census, attendance, safeguarding concerns, and exclusions;
- The DfE – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest in the exercise of authority, such as the termly Census;
- The pupil's family and representatives – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority;
- Educators and examining bodies – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority;
- Our regulator eg Ofsted – to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and exercise of authority;
- Suppliers and Service providers – to enable them to provide the service we have contracted them for;
- Our auditors – necessary for compliance with a legal obligation;
- External survey and research organisations – with parents' consent;

- Health Authorities – necessary for compliance with a legal obligation, such as safeguarding. In other cases the health professional seeks consent through the school;
- Professional advisers and consultant – necessary for the performance of a contract;
- Charities and voluntary organisations – necessary for the performance of a task carried out in the public interest and in the exercise of authority;
- Police Forces, courts, tribunals – necessary for compliance with a legal obligation;
- Professional bodies – necessary for the performance of a contract.

Data is transferred through secure websites or using encrypted portals which are password protected and secure email facilities.

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:

- [Section 537A of the Education Act 1996](#)
- [The Education Act 1996 s29\(3\)](#)
- [The Education \(School Performance Information\) \(England\) Regulations 2007](#)
- [Regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) 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.

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 (subject access request). To make a request for your personal information, or be given access to your child's educational record, contact Mr B Storey, Headteacher, Greenfield Primary School, Shaw Street, Oldham, OL3 7AU in the first instance or Barbara Mulvihill, School's 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
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

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

Mr B Storey
Headteacher,
Greenfield Primary School
Shaw Street
Greenfield
Oldham
OL3 7AU

Telephone: 0161 770 5525
Email: info@greenfield.oldham.sch.uk

Mr Justin Hardy
Data Protection Officer
Oldham Council
Civic Centre
West Street
Oldham, OL1 1UG

Telephone: 0161 770 1311
Email: DataProtectionOfficer@oldham.gov.uk

This notice is based on the Department for Education's model Privacy Notice for pupils, amended for parents and to reflect the way we used data in this school.

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)

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>

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>

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>

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