



## Parkside Middle School

### Privacy Notice (How we use pupil contacts' information)

The categories of contacts' information that we collect, process, hold and share include:

- Personal information (such as name, address, car registration, telephone number)
- Special categories of data including characteristics information (such as relationship to child)
- Photograph (including use on InVentry, school's signing in process)
- CCTV images captured in school

This list is not exhaustive. We also hold data about pupil contacts' that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### Why we collect and use this information

We use pupil contacts' data to:

- Enable a comprehensive understanding of contacts of our pupils within school
- Facilitate safeguarding, as part of our obligations towards pupils
- Ensure safety within the school premises
- To meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the purpose of collecting the above is in accordance with the legal bases of Article 6 and, in addition, any special category data is in accordance with Article 9.

#### Collecting pupil contacts' information

Pupil contacts' data is essential for schools' operational use and we collect pupil contacts' information via various methods including:

- Registration forms at the start of the school year
- Common Transfer Files (CTF)
- SIMS Lite
- Secure File Transfer from previous school

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 information to us or if you have a choice in this.

## Storing pupil contacts' information

Our Records Retention Policy, which is available on the school website, sets out how long we keep information.

## Who we share this information with

We routinely share this information with:

- Pupils' families and representatives
- Schools that the pupils attend after leaving us
- BAM FM (for premises surveillance)
- Third party systems (including InVentry, school's signing in process)

We may be required to share this information with:

- Our Local Authority
- The Department for Education (DfE)
- Ofsted
- Police forces, courts and tribunals
- Health and Social Welfare organisations
- School Nurse
- NHS

## Why we share pupil contacts' information

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

We share pupil contacts' information in order to comply with our Safeguarding Policy and Health and Safety Policy regarding pupil contacts on school premises.

## 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 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.

## 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, please email it to:

Data Protection Officer – [dpo@parkside.worcs.sch.uk](mailto:dpo@parkside.worcs.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 about the way we are collecting or using your personal data, we request 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/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office via

[office@parkside.worcs.sch.uk](mailto:office@parkside.worcs.sch.uk)

## 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 in March 2019.

## Contact

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

Data Protection Officer - [dpo@parkside.worcs.sch.uk](mailto:dpo@parkside.worcs.sch.uk)

## 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 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'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/dfе-external-data-shares>

### **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>