



APPENDIX 3

Burnhope Primary School Privacy Notice for Parents/Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, Burnhope Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer and GDPR Lead is Mrs I. Bryson (Deputy Head Teacher).

Who we are and what we do

Burnhope Primary school is an LA Maintained Primary school for children 3-11 years and our local authority is Durham County Council. Our address is as follows:

- Burnhope Primary School Langley Avenue, Burnhope, County Durham, DH7 0AG

The personal data we collect and hold

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records (including end of year reports)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Insurance numbers

Why we use this data:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Check FSM eligibility

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Collecting this information

We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

How we store this 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 will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Sometimes, school uses cloud-based storage and apps such as iCloud and OneDrive which can automatically store images that are taken on a tablet device. At Burnhope Primary School, we also use SIMS for personal information, iTrack for assessment purposes and CPOMS for

documentation regarding child protection and special educational needs which are cloud-based systems. This information is now captured electronically and stored with an external provider (Data Processor). These systems will result in the pupils' data being held on a computer which is not in the school, but many hundreds or thousands of miles away. This is an area subject to Data Protection legislation and all comply with the new guidance under the GDPR procedures.

Class Lists

On occasions the school may be asked by parents for names of children in their class (e.g. for invitations/Christmas cards). We will only share first names of children with parents of children in the same class. Please inform Mrs T Haddow in our school office if you wish to opt out of this arrangement.

Data taken off-site

Some books/learning journeys may be taken off site by staff to update/mark etc. and these may contain images of children. Please contact Mrs T. Haddow for further information or if you want to opt out of this arrangement.

Parental photography at school events

Due to privacy issues surrounding some children in school, we only permit parents/carers to take photographs at the end of school events to avoid any data breaches and to keep all children safe. The headteacher or designated staff member will remind all parents of the privacy issues at the beginning of an event and we ask all parents/carers to sign an e-safety agreement every year to confirm that they will post not images other than of their own child to social media.

If a parent/carer is found to be deliberately ignoring privacy notices issued by the school, we will ban them from future events to prevent this from happening again. If they are found to be using these images/videos on social media, the posts will be reported to the provider and they will again be banned from attending event in the future.

Data sharing

We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police. It may also be necessary for us to share this data with health professionals or the NHS e.g. health visitors, school nurse, professionals conducting height and weight assessments etc.

We do not transfer personal data to countries outside the European Economic Area.

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. This includes access to their child's educational record. This should be made in writing or by e-mail to burnhopeprimaryschool@durhamlearning.net. The school will respond within a 15 school-day timescale.

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 16), 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, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- 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

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

Please note that we may not be able to share all information as this cannot be released where there is risk of significant harm to pupils, staff or families.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Mrs L. Bryson (Data Protection Officer), Burnhope Primary School, Langley Avenue, Burnhope, Durham, DH7 0AG, Tel: 01207 520243.

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>