



Sheep Dip Lane
PRIMARY SCHOOL

Privacy Notices

September 2018

Status	Statutory
Governing Body Committee	School Improvement Committee (SIC)
Responsible Persons	Mrs S Foster School Business Manager
Date the policy was agreed	September 2018
Review date	September 2021

SHEEP DIP LANE PRIMARY SCHOOL

SHEEP DIP LANE

DUNSCROFT

DONCASTER

SOUTH YORKSHIRE

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Mrs F Parish
Head Teacher

Growing Gifts



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1. Privacy notice for parents/carers

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, Sheep Dip Lane Primary School, Dunscroft, Doncaster, DN7 4AU are the 'data controller' for the purposes of data protection law.

When, for unavoidable reasons, the school does not either have an appointed Data Protection Officer (DPO) or access to someone acting in that capacity for the school, the duties ascribed in this document to the DPO will be conducted by the Chief Privacy Officer (School Business Manager) in conjunction with the Headteacher.

The personal data we hold

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
- 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
- CCTV images captured in school

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information from parents/carers e.g. registration forms at the start of the school year, or electronically by a Common Transfer File (CTF) secure file transfer from previous school.

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. 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 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. Our Records Management Policy sets out how long we keep information about pupils. This policy is available on our website.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority, to include social welfare organisations – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions. We share children in need (CIN) and children looked after data on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and under section 3 of the Education (Information About Individual Pupils) (England) regulations 2013
- The Department for Education, all census data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework, see National Pupil Database below
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers and the electronic data they hold;
 - SIMS, school management information system holds all pupil data. Restricted staff access
 - CPOMS, school management information safeguarding system holds all pupil data. Restricted staff access
 - OTrack, an electronic assessment tracking system holds pupil full names and class/year information. Restricted staff access

- Tapestry, an Early Years online tool holds pupil full names, class and DOB. Parent/carer names and email addresses. Access is restricted to certain staff and parents
- Primary Passport, online PE assessment tool, holds pupil full names. Restricted staff access.
- Pearsons Bug Club, online childrens' resource tool, holds pupil full names and class/year information. Staff and Pupil access.
- Big Maths, maths online resource holds pupil full names and class/year information. Staff and Pupil access.
- Maths of the Day, maths online resource holds pupil full names and class/year information. Staff and Pupil access.
- Charanga, music online resource holds pupil full names and class/year information. Staff and Pupil access.
- Cool Milk at School, holds pupil full names, DOB and parent full names. Restricted staff access.

All privacy statements from each of these suppliers are available from the Chief Privacy Office. The Schools full data audit spreadsheet can be found on the school website

- Financial organisations e.g. School Spider – an external payment software for the purposes of secure payments to the school. Holds pupil full names, parent names. Restricted staff access. Parent access.
- Central and local government to administer and allocate funding
- Our auditors
- Survey and research organisations e.g. Survey Monkey - online parent surveys
- Health authorities, e.g. NHS, School Nurse Service, Occupational Therapy Workers
- Security organisations, CCTV footage, electronic backup and located securely within the schools communications resources.
- Professional advisers and consultants e.g. Senior Leaders of Education
- Charities and voluntary organisations e.g. Sheep Dip Lane Primary School Fund
- Police forces, courts, tribunals
- Social Media, website, Twitter – Consent to be gained from parents

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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.

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 12), 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, and if we do hold information about you or your child, we will:

- Give you a description of it
- 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
- Give you a copy of the information in an intelligible form

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

If you would like to make a request please contact our chief privacy officer, Mrs S Foster

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact The chief privacy officer, Mrs S Foster.

Other rights

Under data protection law, individuals have certain 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 chief privacy officer, Mrs S Foster

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 chief privacy officer, Mrs S Foster

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 chief privacy officer, Mrs S Foster

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

3. Privacy notice for staff/Governors

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 individuals we employ, or otherwise engage, to work at our school.

We, Sheep Dip Lane Primary School, Dunscroft, Doncaster, DN7 4AU are the 'data controller' for the purposes of data protection law.

When, for unavoidable reasons, the school does not either have an appointed Data Protection Officer (DPO) or access to someone acting in that capacity for the school, the duties ascribed in this document to the DPO will be conducted by the Chief Privacy Officer (School Business Manager) in conjunction with the Headteacher.

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of Identification which may include passport, driving license, birth certificate, marriage certificate and/or utility bill (this is not an exhaustive list)
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where: we may have received a reference request; where you have requested we provide proof of employment i.e. mortgage applications.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

We collect personal information via staff recruitment/contract forms and electronic through the use of the LA HR portal.

Workforce data is essential for the schools' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it 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 this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy. This policy can be found on the website.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about performance management under section 5 or the

Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

- The Department for Education e.g. School Workforce Census
- Your family or representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers and the electronic data they hold;
 - SIMS, school management information system holds all staff data. Restricted staff access
 - CPOMS, school management information safeguarding system holds staff names and email address. Restricted staff access
 - OTrack, an electronic assessment tracking system holds staff full names and class/year information. Restricted staff access
 - Tapestry, an Early Years online tool holds pupil full names, class and DOB. Parent/carer names and email addresses. Access is restricted to certain staff and parents
 - Primary Passport, online PE assessment tool, holds pupil full names. Restricted staff access.
 - Pearsons Bug Club, online childrens' resource tool, holds pupil full names and class/year information. Staff and Pupil access.
 - Big Maths, maths online resource holds pupil full names and class/year information. Staff and Pupil access.
 - Maths of the Day, maths online resource holds pupil full names and class/year information. Staff and Pupil access.
 - Charanga, music online resource holds pupil full names and class/year information. Staff and Pupil access.

All privacy statements from each of these suppliers are available from the Chief Privacy Office. The Schools full data audit spreadsheet can be found on the school website

- Financial organisations, all staff payroll information is held electronically by the LA HR portal. Restricted access to individual staff
- Central and local government to administer and allocate funding
- Our auditors
- Survey and research organisations e.g. Survey Monkey, online staff surveys
- Trade unions and associations
- Health authorities e.g. Occupational Therapy
- Security organisations e.g. CCTV footage, electronic backup and located securely within the schools communications resources.
- Professional advisers and consultants e.g. Senior Leaders of Education
- Charities and voluntary organisations e.g. Sheep Dip Lane Primary School Fund
- Police forces, courts, tribunals
- Professional bodies e.g. recruitment agencies
- Social Media, website, Twitter – Consent to be gained from staff

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- 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
- 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
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our chief privacy officer, Mrs Sylvia Foster.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 chief privacy officer, Mrs S Foster

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 chief privacy officer, Mrs Sylvia Foster

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 chief privacy officer, Mrs S Foster

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

Policy Review:

The policy is updated by the School Business Manager. This will be presented to Governors on a three yearly basis and/or any changes to current legislations.

Date of Policy September 2018

To be reviewed September 2022,

Signed: Head teacher *F Parish*

Signed: Chair of Governor *D Wright*