



Dear Parents

You may be aware that the General Data Protection Regulation (The “UK-GDPR”) became law in the UK on May 25th 2018.

The UK-GDPR will apply to all public or private organisations processing personal data. This is the largest shake up of Data Protection Legislation in twenty years and aims to protect the privacy of all EU citizens and prevent data breaches.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner’s Office website on <http://ico.org.uk>

It is important that we keep comprehensive and up to date records on our pupils and their contact information. If you have recently changed your contact details and would like to check they are up to date, please contact the office. This is particularly essential in times of an emergency or where a school wide message requires your attention.

Please find attached our updated Privacy Notice which complies with the new legislation. The consent form will need to be signed and returned to school as soon as possible as we cannot assume consent has been given by silence.

Yours sincerely

*R Hurding*

Mrs R Hurding  
Headteacher

**Completed and approved RH. To be reviewed June 2022.**



## Privacy Notice (How we use pupil information)

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number, address, parent/carer telephone numbers and email addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility, assessment information, relevant medical information, special educational needs information, safeguarding information, exclusions and/or behavioural information)
- Attendance information (such as sessions attended, number of absences and absence reasons)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support pupils in their transition to Secondary school

### The lawful basis on which we use this information

We collect and use pupil information under UK-GDPR Personal Data Article 6(1)(c) – Processing is necessary for compliance with a legal obligation and under UK-GDPR Special Categories of Data Article 9(2)(c) – Processing is necessary to protect the vital interests of the data subject or another individual where the data subject is physically or legally incapable of giving consent.

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We may hold pupil data for up to 50 years after the pupil has left the school.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS, school nurse and other professional bodies

- Other third party companies who hold a Data Sharing Agreement with the School for example, ParentPay, SchoolComms, TeamActiv, etc.

## Why we 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 Department for Education (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 (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## 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, contact the Data Protection Officer at the school.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: The Data Protection Officer at The Ellis C of E Primary School, School Street, Hemingfield, Barnsley, S73 0PS or telephone 01226 753383.

## Photographs

We feel it is important to celebrate the achievements of our children and this sometimes involves taking photographs however we will not publish names with photographs.

## CCTV

CCTV images will only be shared with third parties in the event of safeguarding or crime.

## Consent

We may share data with third party controllers and there will be a data sharing agreement in place offering sufficient guarantees that they will look after your data as secure as we would under the law and that they will only process data in the way we instruct them to.

You are entitled to withdraw consent at any time however where data has been shared, for example on social media sites, the school cannot be liable for any data shared or re-used by third parties. Should you wish to withdraw consent please contact the school office by email or letter.

## Covid 19 Privacy Notice

The Ellis CE Primary School is a 'Data Controller' This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. If your child is attending our school as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA, then we may need to obtain or share information with this LEA. We are obliged to share attendance data with the Department for Education during this time and process this information to facilitate the provision of care for vulnerable children and the children of critical workers.

In addition to the above, personal data of employees, parents or visitors to school may be shared with NHS/Public Health The Ellis CE Primary School may be required to share Personal Data of individuals under the Track and Trace scheme. The scheme does have a Privacy Notice <https://contact-tracing.phe.gov.uk/help/privacy-notice>

**Do you give consent for the school to share data and/or photographs  
with the following third parties:**

(Names will not be published with photographs)

<b>NAMED THIRD PARTY</b>	<b>TICK THE BOX TO GIVE CONSENT</b>	<b>OR TICK THE BOX IF YOU <u>DO NOT</u> GIVE CONSENT</b>
<b>ParentPay</b> (Payment system for lunches, trips, etc.)		
<b>Schoolcomms</b> (Communication system for emails and text alerts)		
<b>Twitter</b> By consenting you are agreeing to 'Twitter's' terms and conditions		
<b>Facebook</b> By consenting you are agreeing to 'Facebook's' terms and conditions		
<b>School Website</b>		
<b>Barnsley Chronicle</b>		
<b>School Photographer</b>		
<b>Sporting Activities</b> (Sport coaches, after school clubs, inter-school competitions, Sports Day, cycling etc)		

<b>Parent signature:</b>	
<b>Date signed:</b>	
<b>Child's name:</b>	