

St Andrews' Primary. Pupil GDPR Privacy Notice

How we use pupil information

We collect and use pupil information under section 537A of the Education Act 1966, and the section 83 of the Children's Act 1989.

The lawful basis on which we use this information

We collect and use pupil information under: -

Article 6 under the GDPR

processing is necessary for compliance with a legal obligation to which the controller is subject;

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Article 9 under the GDPR for processing of Special Category Data

the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Foundation Phase and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to monitor and report on pupil appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for WG data collections

Collecting pupil information

We collect pupil information via

- School admissions procedures
- Common Transfer File (Admission from another LA 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.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [link](#) St. Andrew's Primary School keep information pupil inform on computer systems and also sometimes on paper.

We hold your education records securely (electronically and paper) in accordance with guidance issued by the Local Authority regarding document retention i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed.

Access to the school's IT and Data Systems is restricted to authorised individuals only and is underpinned and protected by Acceptable Usage Policies. Access is logged and routinely monitored to protect users and the integrity and security of systems and data.

St. Andrew's Primary School adheres to the following retention periods for computer held personal data:

Pupil home drives and mailboxes are retained for a period of 1 calendar year.

Staff home drives and mailboxes are retained for a period of 5 calendar years.

System and web filter logs are retained for a period of 1 calendar year.

CCTV Footage is retained for a period of 30 calendar days.

Phone records/messages are retained for a period of 3 months.

Basic pupil information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years.

Where data resides on third party systems e.g. Google Apps, contracts exist to ensure data security, integrity and retention periods match legislation with St. Andrew's Primary School in house systems.

Daily and monthly backups are held in multiple, physically secure locations within the Local Authority secure network.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets.

All visitors to site are signed in at the Main Reception and issued with a visitor badge. Access to areas where records are stored is restricted. Pupils and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority Newport City Council
- The Welsh Assembly Government
- Education Achievement Service
- National Health Service
- Health and Safety Executive HSE RIDDOR
- GEMS
- Chartwells
- School Nurse
- Gwent Music Service
- UpBeat Music Service
- St Johns Ambulance Service
- Commando Joes

Department for Education

The Welsh Assembly Government (WG) 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 Welsh Assembly Government (WG) either directly or via our local authority for the purpose of those data collections,

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 Subject Access Request please contact The School Data Controller via email at standrewsprimary@newport.gov.uk or in writing for the attention of Mrs J Giles

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 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/>

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 on 16th January 2019

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs J Giles via email at standrewsprimary@newport.gov.uk