Oakleigh School
& The Early Years Centre

GDPR Privacy Notice

(How the school uses pupil information)

Who processes your information?

Oakleigh School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Ruth Harding, the Head teacher acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 020 8368 5336 or office@oakleigh.barnet.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, we will carry out due diligence to ensure that data is processed according to the GDPR

Satswana is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01252 516 898.

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

- Personal information and contact details(such as name, unique pupil number contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information
- Special educational needs
- Medical information (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment such as information about your child's achievements and progress. This includes phots and videos as well as formal assessment information
- Information about a pupil's special educational needs
- Behavioural information
- Consent to educational visits, swimming and hydrotherapy
- Consent to use of photos

Written by Richard O'Connell using local authority, DfE and The School Bus templates. June 2018

- Consent to referrals to or input from a range of professionals, such as Speech & Language Therapists, teacher for children with visual impairment, Drama & Movement therapist
- Relevant information on a pupil who transitions to us from an early years setting or transfers from another school

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep pupils safe (food allergies, or emergency contact details)
- to comply with the law regarding data sharing
- to enable us to perform our normal functions
- to meet the statutory duties placed upon us for DfE data collections, such as School Census

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the GDPR, such as:

- Where consent has been given.

- For the purposes of supporting pupil learning, monitoring and reporting on pupil attainment progress, providing appropriate pastoral care, assessing the quality of our services, and keeping pupils safe, in accordance with the lawful basis of public task. Relevant legislation includes the Education Act 1996, the Education Act 2002 and the Education Act 2011.

- Where there is a legal obligation to process the data, such as for census returns to the DfE.
- Where it is in the vital interests of a child to do so, i.e. in a life-threatening situation.

We collect and use sensitive data under Article 9 of the GDPR such as data relating to ethnic origin or religion, health, entitlement to Free School meals or Pupil Premium, or information related to safeguarding or special educational needs:

- Where consent has been given.

- For the purpose of meeting the statutory duties placed on us for DfE data collections, such as for the school census in accordance with the lawful basis of legal obligation. Relevant legislation includes the Education (Pupil Information) (England) Regulations 2005 (as amended) regarding the processing of educational records, and the Education (Information about Individual Pupils) (England) Regulations 2013 (as amended) regarding the processing of pupil information for the school census.

- For the purposes of safeguarding.

Collecting pupil information

We collect pupil information using registration forms or via Common Transfer File from a previous school when a child first starts school and this is updated during their time in 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 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

Personal data relating to pupils at Oakleigh is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

For more information about how we keep your information safe, please see the school's GDPR Data Protection Policy

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving
- our local authority
- the Department for Education (DfE)
- other professionals who have contact with pupils – e.g family support team, school nurse, therapists, peripatetic teachers etc.
- NHS trusts that are providing services, such as school nurses, speech and language therapy 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.

(Information about Individual Pupils) (England) Regulations 2013.

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

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.

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 **Richard O'Connell on 0208 368 5336 or office@oakleigh.barnet.sch.uk. Satswana, our** data protection officer can be contacted on 01252 516 898.

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
- a right to seek compensation, either through the ICO, or through the courts for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern or complaint about the way we are collecting or using your personal data, please raise your concern with us in the first instance or directly to 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: **Richard O'Connell on 0208 368 5336 or office@oakleigh.barnet.sch.uk. Satswana, our** data protection officer can be contacted on 01252 516 898.

Further Information

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, to download our Data Protection Policy, or the Gov.UK website. This explains how the government shares pupil data.