



## **THE FOREST FEDERATION - All Saints, Rangemore and Needwood.**

### **PRIVACY NOTICE 2018-19**

#### ***How we use pupil information***

You have a legal right (under [the General Data Protection Regulation](#)), to be informed about how The Forest Federation uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' to you where we are processing your child's personal data. The Forest Federation schools (All Saints CE (C) Primary, Rangemore and Needwood CE (VA) Primary Schools are a data controller for the purposes of the Data Protection Act.

#### **The personal data we hold**

We hold some personal information about your child to make sure we can help them learn and to look after them while they attend our Federation schools. For the same reasons, we get information about them from some other places too – like other schools or academies, the local council and the government.

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

- Personal information (such as name, unique pupil number and contact details: address, telephone number, email contact)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results and other assessment information / test results
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information.
- Photographs
- CCTV image

#### **Why we collect and use this information**

We use this data to help run The Forest Federation and we use the pupil data to:

- Get in touch with a child's parents/carers when we need to
  - to support pupil learning such as:
    - Check how your child is doing in exams and work out whether they or their teachers need any extra help
    - provide access to applications and online services to further your learning
  - to monitor and report on pupil progress
  - to provide appropriate pastoral care and look after a child's wellbeing
  - to apply for grant funding
  - to assess the quality of our services and track how well The Forest Federation as a whole is performing
- to comply with the law regarding data sharing

#### **The lawful / legal basis on which we use this information**

We will only collect and use information when the law allows us to. Most often, we will use your child's information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide your child with an education)
- We need to use it to carry out a contract

Sometimes, we may also use your child's personal information where:

- Parents/carers have given us permission to use it in a certain way
- We need to protect a child's interests (or someone else's interest)

Where we have got permission to use your child's data, parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

#### **Change of purpose**

We will only use your child's personal information for the purposes for which we collected it, unless we need to use it for another reason and that reason is similar with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. We may use your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

#### **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. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **Storing pupil data**

We hold pupil data until they are 25 years of age.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- John Taylor Multi Academy Trusts (JTMAT),
- The NHS and the school nurse team.
- Third party contractors/online school management and learning tools: SIMS, parent pay, contact group, learning ladders, cool milk, academy photography Ltd, Literacy planet, Young Writers, TT Rockstars, Class Dojo, Computershare (Child care voucher scheme - Needwood only).

### **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.

**until we academise:** 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.

**Once we have academised.** We are required to share information about our pupils with the (DfE) under regulation 5 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 their 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 their personal information, or be given access to their child's educational record, contact our data protection officer: Mrs Sarah Rowe, Walton on trent CE C Primary School, Coton Rd, Walton-on-Trent, Swadlincote DE12 8NL. 01283 716151 until we join JTMAT when the DPO will be allocated.

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 their personal data, we request that you raise their 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 Mrs Charlene Gethin (Executive Headteacher

- **Needwood Church of England (VA) Primary School** Yoxall Road, Newborough, Burton On Trent, Staffordshire, DE13 8SU. 01283 575216 [office@needwood.staffs.sch.uk](mailto:office@needwood.staffs.sch.uk)

- **All Saints' Church of England (C) Primary School**, Tatenhill Lane, Rangemore, Burton On Trent, Staffordshire, DE13 9RW. 01283 712385 [office@allsaints-rangemore.staffs.sch.uk](mailto:office@allsaints-rangemore.staffs.sch.uk)