

## **Privacy Notice - How we use parent/priority contact information**

### **The categories of parent/priority contact information that we collect, hold and share include:**

- Personal information (such as name, telephone number, email address, address and relationship to the student)
- Visitor Management System (if a parent/priority contact visits the school)
- Medical information through an Individual Healthcare Plan (such as key contact information in the case of an emergency)
- Special Educational Needs information through an EHCP (Education Health Care Plan) which is a legal document that describes a child or young person's special educational, health and social care needs.
- Safeguarding and Behaviour information
- School trip information
- Accidents and managing health and safety
- Exam and progress assessment information
- Provision of educational software in support of teaching and learning
- To enable the student to be provided with a school meal (such as information for online payments and about dietary and allergy needs)
- Library Software – so we can share resources with the students
- Meeting our statutory requirements for statutory returns and audit

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

We use the parent/priority contact data:

- to support student learning
- to communicate
- to safeguard students
- to monitor and report on student progress
- to provide the student with appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet our statutory obligations and audit requirements
- to provide educational software in support of teaching and learning

## The lawful basis on which we use this information

We collect and use parent/priority contact information for general purposes under:

- processing that is carried out in the course of the school's legitimate activities
- processing that is carried out to meet our legal obligations
- processing that is carried out for data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the census guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- processing that is carried out where it is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent. Examples of this are safeguarding the child.

## Collecting parent/priority contact information

Whilst the majority of parent/priority contact 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 Regulations, we will inform you whether you are required to provide certain parent/priority contact information to us or if you have a choice in this.

## Storing parent/priority contact data

We hold parent/priority contact data in accordance with our Records Management Policy, which can be found here:

- <https://www.tedwraggtrust.co.uk/policies/>

We store parent/priority contact data on the following systems:

- SIMS – Our school information management system
- Civica/HCSS – The Trust finance and budgeting system
- Inentry/Signing in Books – Visitor Management Systems
- Groupcall/School Comms – parent communication and payment systems
- CPOMS – safeguarding and behaviour management system
- Educational Software – in support of teaching and learning
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs
- Library Software – to enable resources to be shared with students
- OSHENS – H&S Accident Reporting

## Who we share parent/priority contact information with

We routinely share parent/priority contact information with:

- schools that a student attends after leaving us
- our local authority
- the Department for Education (DfE)
- the schools within the Ted Wragg Multi Academy Trust
- Educational software providers in support of teaching and learning
- Scomis - who support us with SIMS
- Our Auditors
- Our Catering Provider - Information regarding allergies, specific medical conditions and dietary needs

## Why we parent/priority contact information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' 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 students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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 Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. 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 students 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 Students) (England) Regulations 2013.

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

The DfE may share information about our students 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 of Education has robust processes in place to ensure the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether the 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 student 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 DfE'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 DfE has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

## Requesting access to personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for personal information, or to be given access to your child's educational record, contact the Headteacher at your school.

A data subject 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 Headteacher at your school.