



Privacy Notice (How we use pupil information)

We are Moat Farm Junior School, Brookfields Road, Oldbury, B68 9QR. We are a Trust School, for children aged 7 to 11. This privacy notice explains how we collect, store and use personal data about our pupils. We, Moat Farm Junior School, are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR).

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, DOB, unique pupil number, contact details including telephone, email and address, pupil photographs)
- characteristics (such as ethnicity, language, religion, free school meal and pupil premium eligibility)
- safeguarding information (such as staff concerns, 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 key stage 1 and phonics results, reading ages and key stage 2 results.)
- behavioural information (such as positive and negative behaviour events and subsequent rewards and sanctions, exclusions and any relevant alternative provision put in place)
- Catering information (including meal choices, payments made, and monies owed).
- School education visits information (including consent and payments made)

Some of the data collected above is classified in law as 'special category' and this includes:

- Data relating to ethnicity, health and medical information.
- FSM and pupil premium eligibility, SEN, safeguarding and behaviour information are not considered by law as 'special category' but for best practice will be treated with the same 'high status' as the special categories set out in law.

Why we collect and use pupil information

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

- a) To provide pupils with an education
- b) to support pupil learning
- c) to monitor and report on pupil attainment progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for DfE data collections

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **providing pupils with an education** in accordance with the legal basis of **Legal obligation and public task**.
- for the purposes of **supporting pupil learning** in accordance with the legal basis of **legal obligation and public task**.
- for the purposes of **monitoring and reporting on pupil attainment data** in accordance with the legal basis of **legal obligation and public task**.
- for the purposes of **providing pupils with appropriate pastoral care** in accordance with the legal basis of legal obligation and **vital interests**.
- for the purposes of **assessing the quality of our service** in accordance with the legal basis of **legal obligation and public task**.
- for the purposes of **keeping children safe in education** in accordance with the legal basis of **vital interests and legal obligation**.
- for the purposes of **meeting the statutory duties places upon us for DFE data collections** in accordance with the legal basis of **legal obligation**.

In addition, concerning any special category data:

- conditions **C, D** of [UK GDPR - Article 9](#) for the holding and processing of pupil ethnicity, medical, health, FSM and pupil premium eligibility and behavior information.

On some occasions, we process personal information on the basis of consent – for example

- taking and storing pupil images to include photographs and video.

In such instances, we will ask for consent when the use of personal data is optional. We will make this clear when we ask for consent and explain how consent can be withdrawn in the future.

Collecting pupil information

We collect pupil information via:

- CTF files transferred from other schools or the LA.
- Registration forms completed as a pupil starts with us.
- Data collection forms completed at the start of every academic year.
- Spreadsheets and other office documents transferred securely from the LA or other educational organisations via MOVEIT.

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 personal data about our pupils while they are attending our school. We may also need to keep it beyond their attendance at the school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This will be to satisfy the purpose for which it has been collected in accordance with our data retention schedule as stated below:

<u>Document Type</u>	<u>How long to keep it for</u>
Pupil accident forms	DOB of child + 25 years
Pupil records	Whilst pupil is at the school
Child protection / safeguarding information	DOB of child + 25 years
Attendance information	3 years from date of entry
SEN information	DOB of child + 25 years
School trip paperwork	Date of visit +14 years
Trip where there was an accident	DOB of child involved + 25 years
Secondary transfer sheets	Current + 2 years
School census returns	Current + 5 years
Microsoft Teams Recordings	30 days

We hold pupil data securely as follows:

- SIMS the school's mis system is password protected and staff have an appropriate level of access, network based and accessible in school. Where staff work remotely it is only access by secure VPN.
- Safeguarding information is held securely on cloud-based software called Safeguard. Staff have an appropriate level of access, and two factor authentication is activated.
- Paper records are stored in lockable cupboards in appropriately safe locations.
- Please see the following documents:
 - Data Protection Policy for Data Subjects.
 - Classroom data security policy.
 - Password policy.

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)
- providers of alternative provision
- NHS and school nursing Team
- Vaccination UK
- West Bromwich Albion Foundation
- Sports Plus

- Evolve offsite educational visits
- WONDE – links SIMS to FSM vouchers, Relish, FFT, Safeguard
- Relish meals
- Safeguard
- FFT
- Juniper Education
- SIPS
- Cool milk

Why we regularly 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. Limited information will be shared with our 3rd party providers who support the school in the education and wider services to our children, including music lesson providers, sports coaches, school meal providers etc. The level of information shared will only be to the degree that is required for those 3rd parties to provide the service to the school e.g information on pupils with food allergies is shared with school meal providers.

Department for Education

The Department for Education (DfE) 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 Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- School Census. Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 School Business Director at the school address or email contact@moatfarm-jun.sandwell.sch.uk

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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting School Business Director at the school address or email contact@moatfarm-jun.sandwell.sch.uk

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 30th November 2021

Contact

If you would like to discuss anything in this privacy notice, please contact: School Business Director at the school address or email contact@moatfarm-jun.sandwell.sch.uk or the named data protection officers are Laura Hadley and Sue Courtney-Donovan, who can be contacted via gdpr@sipseducation.co.uk.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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