Foxfield School

**Privacy Policy**

This policy is due for review on June 2022



# Privacy Notice (How we use pupil information)

At Foxfield School pupil information is held on file for a variety of reasons, as listed below. These fall into a number of categories but the main reason for this information is to keep pupils safe and well and to help us monitor their progress through their time here at school

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

* Personal information (such as name, unique pupil number and address)
* 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)
* Pupils medical records are kept for use by visiting paediatric doctors, school nurses and for purposes of medication in school and when out in the community in order to keep pupils safe.
* Names addresses and contact information is kept on file by the office staff if there is a need to

contact parents in case of emergency or otherwise.

* Pupil assessment information is kept on file by classroom staff in order to track pupil progress and attainment and in order to analyse areas that may need intervention
* Many pupils have care plans to inform new staff of the needs of the pupils and other pupils have behaviour plans which help staff understand individual pupils and may give guidance on how to interact with the pupil in certain situations.
* Educational Health Care Plans (EHC Plans)
* Qualifications and Awards
* Progress files

## Why we collect and use this information

We also use the pupil data:

* to support pupil learning
* to monitor and report on pupil progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing

## The lawful basis on which we use this information

We collect and use pupil information under **Article** 6 and 9 of the EU GDPR which means that you would have been asked to sign a consent form when your child entered the school at the beginning of year 7 allowing data to be processed

**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.

## Storing pupil data

We hold pupil data for differing amounts of time depending upon the particular data. (See appendix 1 for details)

## Who we share pupil information with

We routinely share pupil information with:

* colleges and/or centres that the pupil’s attend after leaving us
* our local authority
* the Department for Education (DfE)
* community care organisation

## 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.

## 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 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 Head Teacher at Foxfield School.

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 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: Mr. A. Baird, Head Teacher, Foxfield School, New Hey Road, Woordchurch, Birkenhead, Wirral, Merseysie, CH41 5LE

| * 1. **Pupils**
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| --- |
| **Basic file description** | **Data** **Prot****Issues** | **Statutory Provisions** | **Retention Period****[operational]** | **Action at the end of the administrative life of the record** |
| Admission Registers | Yes |  | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| Attendance registers | Yes |  | Date of register + 3 years | DESTROY[If these records are retained electronically any back up copies should be destroyed at the same time] |  |
| Pupil record cards | Yes |  |  |  |  |
| * *Primary*
 |  |  | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service |  |
| * *Secondary*
 |  |  | DOB of the pupil + 25 years[[1]](#footnote-1) | SHRED  |  |
| Pupil files | Yes |  |  |  |  |
| * *Primary*
 |  |  | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service |  |
| * *Secondary*
 |  |  | DOB of the pupil + 25 years[[2]](#footnote-2) | SHRED  |  |
| Special Educational Needs files, reviews and Individual Education Plans | Yes |  | DOB of the pupil + 25 year[[3]](#footnote-3) | SHRED |  |
| Letters authorising absence | No |  | Date of absence + 2 years | SHRED |  |
| Absence books |  |  | Current year + 6 years | SHRED |  |
| Examination results | Yes |  |  |  |  |
| * *Public*
 | No |  | Year of examinations + 6 years | DESTROY | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| * *Internal examination results*
 | Yes |  | Current year + 5 years[[4]](#footnote-4) | DESTROY |  |
| Any other records created in the course of contact with pupils | Yes/No |  | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or DESTROY |  |
| Statement maintained under The Education Act 1996 - Section 324 | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | DESTROY unless legal action is pending |  |
| Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | DESTROY unless legal action is pending |  |
| Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | DESTROY unless legal action is pending |  |
| Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | DESTROY unless legal action is pending |  |
| Children SEN Files | Yes |  | Closure + 35 years | DESTROY unless legal action is pending |  |

1. [↑](#footnote-ref-1)
2. As above [↑](#footnote-ref-2)
3. As above [↑](#footnote-ref-3)
4. If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary. [↑](#footnote-ref-4)