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Head Teacher: Mr S Arnold

Monday 19th March 2018

Dear Parents / Carers,

Re: General Data Protection Order

The General Data Protection Regulation (GDPR) is a piece of EU-wide legislation which comes into effect 25th May 2018. Its regulations will determine how people's personal data is processed and kept safe, and the legal rights individuals have in relation to their own data. The regulation applies to all schools, and will apply even after the UK leaves the EU.

The main principle of the GDPR states that all personal data must be processed in line with the regulation and data must be:

- 'processed lawfully, fairly and transparently; collected for specific, explicit and legitimate purposes; limited to what is necessary for the purposes for which it is processed; accurate and kept up to date; held securely; only retained for as long as is necessary for the reasons it was collected'.

Privacy Notice: (How we use Pupil Information)

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);
- Assessment information including all statutory / term by term tracking data;
- Medical information supporting pupils' access to learning and their well-being in school;
- Behavioural information.

Why we Collect and Use this Information

We use pupil data:

- To support pupils' 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 the lawful basis for collecting and using pupil information for general purposes as detailed within Article 6 and 9 of the GDPR.

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

Personal data is transferred to the pupil's secondary school. However, we retain a composite record of all statutory SAT results for the current year plus six years to allow for suitable comparison.

Who we Share Pupil Information with:

We routinely share pupil information with:

- Schools that pupils attend after leaving us;
- Wolverhampton Local Authority;
- The Department for Education (DfE);
- School Nursing Service.

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 do 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 Wolverhampton Local Authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013. Information regarding our data collection requirements placed on us as a school can be accessed via: <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 a member of the Senior Leadership Team: Mr Arnold, Miss Challenor or Mrs Worrallo.

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/>

If you would like to discuss anything in this privacy notice, please contact Mr Arnold. Thank you.

Yours sincerely,

Mr S Arnold

From tiny acorns **mighty oaks** grow...

