

# Data Protection Act 2018 & UK-GDPR

## Privacy Notice – Parent / Carers

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### **We need to hold personal information about your child on our computers systems and in paper records to help us with their educational needs.**

Pike Fold Primary School is required to process personal data about you and your child to fulfil our duties as an education provider. This privacy notice outlines the type of data we collect, why we need it and how it will be processed.

Your Head teacher is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

### **Why do we collect and use pupil information?**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data under the UK-General Data Protection Regulation (UK-GDPR) and Data Protection Act 2018.

### **We 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
- to support you to decide what to do after you leave school

### **Categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and contact details)

- 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
- Special educational needs information
- Relevant medical information
- Images recorded on the school CCTV system
- Images taken throughout the pupils time at school (full consent will be sought)

### **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 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.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how it will be used. Consent can be withdrawn at any time by contacting the school office.

### **Our Lawful basis for processing**

Under the UK-GDPR, we must have a lawful basis to process personal data. The lawful basis we rely on for processing pupil data are as follows:

- You have provided consent
- We have a legal obligation
- We have a vital interest
- We need to process the data to perform a public task
- We have a legitimate interest
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Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how it will be used. Consent can be withdrawn at any time by contacting the school office.

### **Storing pupil information**

In line with the UK-GDPR, the school will only keep data for as long as necessary to complete the purpose it was originally collected for. The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed from our systems.

### **Sharing Information**

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- the NHS; school nurse
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-andcensuses-for-schools>

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.

### **Requesting access to your personal data**

Under UK-GDPR, parents and pupils have the right to be informed about how the school uses their personal data and also request access to personal information that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our data protection officers directly, who will arrange for this to happen within the required time.

### **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

### **Parent / Carer information**

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

### **Data Protection Officer**

The school has an independent data protection officer service supplied by RADCaT Ltd. RADCaT Ltd are a consultancy firm who work with the school to ensure that data is effectively managed and compliant with the relevant laws. If you have any questions or comments, or wish to make any requests under the Regulations, in the first instance you should contact school:

- Telephone (answerphone) 0161 702 3669
- Email [admin@pikefold.manchester.sch.uk](mailto:admin@pikefold.manchester.sch.uk)
- Website [www.pikefold.manchester.sch.uk](http://www.pikefold.manchester.sch.uk)

Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.

If you have a concern about the way we are collecting or using personal data, we ask 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>

# Data Protection Act 2018 & UK-GDPR

## Signed Permission - Parent/Carer Consent for Pupils

**You must read the information supplied above and return this signed document to the school.**

Under the UK General Data Protection Regulations (UK-GDPR), the school has a statutory requirement to process certain categories of your child's personal data to fulfil our duties as a school. There are certain circumstances where the processing of your child's data is optional including the use of images and other educational resources that compliment your child's learning journey and school procedures. We would like to ask for your consent to use your child's data in the ways mentioned below.

Please note that if you are not happy for Pike Fold Primary School to use your child's data for the purposes described in the following consent form, we are more than happy to accommodate your preferences.

You can withdraw your consent at any point in future by contacting the school office:

**T: 0161 702 3669 | E: [admin@pikefold.manchester.sch.uk](mailto:admin@pikefold.manchester.sch.uk)**

Please read the information supplied above along with the school's Privacy Notice for Pupils & Parents before completing the sections below.

I am the parent / carer of

Class

(If you have more than one child in school, please complete one sheet per child)

### Images

For the purposes of this consent form, images refer to physical and digital photographs and video recordings taken of your child. Video recordings may include your child's voice.

**Please clearly mark the following boxes with a tick to agree to each statement:**

#### Images Inside of School

- To have their individual photograph taken to be sold to parents on the annual photographer visit.
- To be included in their class group photograph taken to be sold to parents on the annual photographer visit.
- To have their image and name included on **internal** displays within school such as display boards and on screen at assemblies to celebrate achievements and birthdays. The aim is to boost the child's educational experience and give visitors including parents an insight into life at school.
- To be recorded in the school performance for parents to purchase as a memory of their time at school. Please note that if permission is not given, your child will be removed from the recorded dress rehearsal.

## Images Outside of School

- To have their image on the school website to celebrate achievements and promote the school in the community.
- To have their image on the school social media pages to celebrate achievements and promote the school in the community such as Twitter and Class Dojo.
- To include their image on school publications and marketing materials such as the prospectus and promotional pieces to advertise the school.
- To include their image in the newspaper to celebrate events and achievements at school. This will typically be limited to the local press newspapers.

## **Health & Legal**

**Please clearly mark the following boxes with a tick to agree to each statement:**

### Pupil Safety

- I give permission for my child's medical information including allergies to be displayed and accessible to ensure relevant staff members are aware of any specific medical or dietary needs.
- I give permission to share my child's information, including any relevant health data with sports providers who deliver services in school.
- I give permission to share detailed information when my child attends a residential to ensure that my child is kept safe. This includes any relevant medical information.
- I give permission to share my child's information in basic class lists to NHS commissioned organisations who will then seek your permission to carry out checks on your child. Please note that in some circumstances, we are legally required to do this.
- I give permission for the school to record both parents' names from my child's birth certificate to keep on my child's electronic file; this is optional.

## **Educational**

**Please clearly mark the following boxes with a tick to agree to each statement:**

- I give permission to share mine and my child's name and basic details with third party learning resources that the school purchases to facilitate learning including Google Classroom, home learning apps, spelling shed and accelerated reader.
- I give permission for my child to be taken on educational school visits; my child's data will be shared with third party trip and event providers to meet health & safety requirements.
- I give permission for the school to share subjective information with high schools and new schools when my child transfers to them which may be done verbally or physically.

## Internet & Digital

Please review the following with your child:

- The school e-safety policy - <https://www.pikefold.manchester.sch.uk/page/online-safety/32100>
- Acceptable use of the computer network, email, internet and new technologies.
- School will monitor network, your child's email and internet access at all times.
- Your child will notify a responsible adult if anything on the network, email or internet makes them feel uncomfortable.

**These facilities may be withdrawn if abused.**

I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of internet.

I understand all pupils use computer facilities including the internet as an essential part of their learning; this is a requirement as part of the National Curriculum.

Parents are asked to tick this box to show that e-safety rules have been understood and agreed by both the parent & the child and give permission for internet access.

## Acknowledgement

I understand as a parent / carer, I have the right to give the school permission to hold and use information about me and the children named above.

I have been made aware of my rights within the UK-GDPR and how I can contact the Data Protection Officers with any requests for information.

Name		Date	
Signed		Date	

*Please note that this form will be stored either electronically or a paper copy will be saved and retained until your child leaves the school.*