



# Turnfurlong Junior School

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## Turnfurlong Junior School Privacy Notice for Pupils and Parents/Carers

For pupils under 13, their parents/carers will normally act on their behalf.

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

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Children's Act 2014.

### 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

### 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
- Relevant medical information / Health Care plans
- Special educational needs information
- Exclusions / behavioural information
- Collecting pupil and parent/carer information
- Photographs
- CCTV
- Safeguarding records

We may also hold data about pupils that we have received from other organisations including other schools, local authorities and the DfE.

Whilst the majority of information you provide to us is statutory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### Storing pupil data

We hold data for the periods of time as stated in the IRMS Records Management Schools' Toolkit which can be seen at:

[https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)



## Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority
- The Department for Education (DfE)
- Pupils and family representatives
- Ofsted
- Suppliers and service providers
- Financial organisations
- Central and local government
- Auditors
- Health Authority, Social and Welfare
- Professional Advisors and consultants
- Charities and voluntary organisations (e.g. PTA)
- Professional bodies

## 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 the (DfE) under regulation 5 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 pupil information we share with the department, and the purpose for data collections, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>



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>

### Why do we need information about parents/carers

We need to use your personal data in order to contact you should your child be unwell or injured, to remind and update you of events, allow online bookings and payment and to allow your child access to certain interventions.

### How do we look after parents/carers personal data and keep it safe?

Access to your personal data will be limited to school staff who need to know about you.

Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloud-based' servers providing that we are satisfied that our personal data will be held securely and protected from any unauthorised access.

### Requesting access to pupil or your personal data

Under data protection legislation, parents/carers 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, the school's data protection lead initially so they can be logged and recorded. These will then be followed up in conjunction with the School Data Protection officer as detailed below:.



Data Protection officer	Email	Phone
School Data Protection Lead	Rebecca Ellis <a href="mailto:head@tjs.org.uk">head@tjs.org.uk</a>	01296 489264
turnITon	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (option 3 - GDPR)

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 direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed or restrict processing.
- Claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our data protection lead / officer as detailed above.

If you have a concern 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/>

### CCTV

We do use Closed Circuit Television (CCTV) images, but only to reduce criminal and other actions of individuals that may have a negative impact on teaching, learning and the working environment and to monitor the schools buildings to prevent the loss or damage of school property and its assets.

CCTV is not used in classrooms but in areas within school that have been identified by staff as not being easily monitored.

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead or Data Protection Officer.

