



Broadfield Primary School

Pupil Privacy Policy

Approved Date 4th July 2019
Approved By School (shared at full governing body 4th July 2019)
Review Date 4th July 2021

Broadfield Primary School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998.

Broadfield commits to the following principles of the Data Protection Act 1998 in terms that:

Broadfield will take all reasonable steps to meet the responsibility of Data Controller and will actively promote good practice in the handling and use of personal information.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils’ learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Broadfield Primary endeavours to inform students and their parents/legal guardians when there is a possibility that personal data may be disclosed to third parties, and will ask for consent where applicable.

However, there are instances where personal data will have to be disclosed without consent to the following third parties:

Education Division - to evaluate and develop education policies related to state schools, to enforce the Education Act where required, and to monitor the national educational system.

Other schools - where a student is transferred to another school, all academic records and other data related to the welfare and health of the student are forwarded to the other school, for continuation purposes.

Examination Authorities – to enable our students to sit for examinations as part of the examinations process.

Health Authorities – to avoid contagious diseases or epidemics as obliged under health legislation in the interest of public health.

Hospitals / Clinics / other medical professional – where a student needs medical treatment due to illness or injuries suffered by him / her. Health inspections are also conducted as part of the health monitoring programme for school children.

Police – in cases of criminal investigations and in the interest of law and order.

Social workers / Support agencies – where the welfare of the student is not being maintained and in cases of child abuse.

Courts – as ordered.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.oldham.gov.uk
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

All pupil records are kept securely at all times. Paper records, for example, are kept in lockable storage areas with restricted access, and the contents are secure within the file.

A central paper record of the contact numbers for pupils is kept within school and is accessible to all staff in the event of an emergency when parents would need to be contacted.

Staff understand and have agreed that this central contact file should only be used for the specific emergency that has arisen and that the record should be kept secure at all times.

Equally, electronic records have appropriate security. Pupil records are stored on SIMS which is password protected and access restricted.

Access arrangements for pupil records ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

Personal Data is disposed of securely by being cross shredded before disposal.

We ask permission to use your child's name or photograph on the school website. We would never use both their name and photograph together.

We ask permission to use your child's name or photograph on the school twitter account. We would never use both their name and photograph together.

CCTV

Broadfield operates CCTV around the school premises for the purpose of security and crime prevention. Notices around the premises clearly notify the public that CCTV is in operation.

Data Subjects Rights

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

School Business Manager : 0161 665 3030

A parent/carer at Broadfield School would need to request data on behalf of their child.

If a parent wishes to access their own personal data, or that of their child, then they will need to contact the school in writing

Personal data will not be disclosed to other third parties without the consent of the parent / legal guardian, unless obliged by law and unless it is in the best interest of the child.

Requests for personal data will be complied with within 40 days and a charge of £5 is applicable.

The request and any information provided will be recorded

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Medical records Personal contact details Child Protection Records	Personal Identification Data	Legally Required To manage the child's specific needs Keeping Children Safe in Education 2018 Communication Government Legislation	Head teacher and governing body Passed on to Police / Ambulance service/external agencies if appropriate	Initially Completed On Paper	Held On File for 25 years

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		x