



At Forestdale Primary School we **believe** every child is given the best opportunities to **aspire** in their learning and to **excel** in their standards. This is reflected in the school values we expect all staff and children to demonstrate.

GDPR privacy notice for pupils and their families

We collect and hold personal information relating to our pupils and may also receive information about them from other agencies, usually schools. The school uses and processes pupil information within the remit of the Regulation (EU)2016/679 (General Data Protection Regulation) referred to throughout this notice as the GDPR.

1. Who processes your information?

Forestdale Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **Mrs R James (Head teacher)** acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on **0121 4648659** or enquiry@forestdale.bham.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that **Forestdale Primary School** upholds are imposed on the processor.

Mrs F Hall is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0121 464 8659 or f.hall@forestdale.bham.sch.uk

2. Why do we collect and use your information?

Forestdale Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6- including our legal obligations, legitimate interests and to contractually fulfil our public tasks.
- Article 9 of the GDPR- where some of our work falls under "special category" data.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep pupils safe
- To meet legal duties placed on us by the government
- For historic purposes

3. Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- **Personal information** – e.g. names, unique pupil numbers, contacts and addresses
- **Characteristics** – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- **Safeguarding information** – e.g. court orders and professional involvement
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended
- **Assessment information** – e.g. national curriculum assessment result
- **Medical and administration** – e.g. doctors information, your health, allergies, medication and dietary requirements
- **Special educational needs and disabilities (SEND) information** – e.g. any needs the pupil has
- **Behavioural information** – e.g. number of temporary/ fixed exclusions or alternative provision.
- **Photographs**
- **CCTV images** that may be captured in school
- **G4S wear body cameras** when performing cash collections at schools. The footage captured is overwritten every few seconds, apart from in the event of the body camera being activated (under attack). If it is activated, the footage can only be accessed by authorised G4S personnel as all footage is encrypted.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. 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 the data will be used.

This list is not exhaustive – to access the current list of information the school processes, please see the school's [Data Asset Register](#) which can be found in the school office.

4. How do we collect your information?

Information may be collected in a variety of ways but predominantly as set out below-

- Face to face- if you attend our school, or we visit you, we may collect your personal data.
- Paperwork- we collect forms and letters sent by the school, outside agencies and parents.
- Registration forms
- Common Transfer File (CIT) from your previous school
- Child protection plans
- Email- if you email us we may keep a record of your email address and the contact details. We are unable to guarantee the safety of any email initiated by you so confidential information is recommended to be kept to a minimum.

5. How long is your data stored for?

Personal data relating to pupils at **Forestdale Primary School** and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

6. Will my information be shared?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We routinely share information with-

- other schools
- the NHS
- the LA (including social services)
- the DfE under the new GDPR.
- Police and law enforcement
- Special educational needs agencies
- External agencies supporting families
- Examination/ assessment boards
- Ofsted
- Suppliers and service providers

- Charities and organisations

Department for Education (DfE)

The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- **Section 3** of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government department and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to detecting

a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following three links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>
- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

7. What are your rights?

You have specific rights to the processing of your data, these are the rights to:

- Request access to the information the school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we have about you, or to be given access to your child's educational record, please contact **Mrs F Hall at f.hall@forestdale.bham.sch.uk** on **0121 464 8659**.

If you have a concern about the way **Forestdale Primary School** and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (**www.forestdale.bham.sch.uk**) or download our **GDPR Data Protection Policy**.

