



Howden le Wear Primary School Privacy Notice for Parents / Carers

This privacy notice explains how we collect, store and use personal data about pupils. In order to comply with the General Data Protection Regulation, we must describe what personal information we hold and how we handle it.

We, Howden le Wear Primary School, are a data controller for the purposes of the Data Protection Act. As a result of providing education, we collect, hold, receive and share information in relation to both each student of the school and their parent/carer. We hold this personal data and use it to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- ensure that we can efficiently provide services (e.g. school meals);
- share data for statutory inspections and audit purposes .

The categories of student information that we collect, receive, hold and share include:

- A child's personal information (such as name, address and date of birth);
- Characteristics (such as ethnicity, language and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Academic assessment information;
- Relevant medical information;
- Special educational needs information;
- Exclusions / behavioural information;
- Basic information relating to a pupil's parents and/or other relatives (such as name, contact details, relationship to child).

The lawful basis on which we process personal information:

Consent: the student or parent/carer has given clear consent for school to process their personal data for a specific purpose.

Vital interests: the processing of data is necessary to protect someone's life.

Public task: the processing is necessary for school to perform a task in the public interest or for the school's official functions, and the task or function has a clear basis in law – i.e. provision of education.

Who we share pupil information with

We will not give information about your child to anyone outside the school without your consent, unless the law and our policies allow us to.

We routinely share pupil information with:

- schools which pupil's attend after leaving us;
- our partner secondary schools;
- parents / carers (academic, behaviour and attendance records);
- Durham County Council;
- NHS / School Nurse Service
- Department for Education (DfE) – e.g. school census. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.
 - 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>
 - To contact DfE: <https://www.gov.uk/contact-dfe>
- The School Data Company (our academic performance analysis support);
<https://www.theschooldatacompany.com/>
- Tapestry (our online EYFS learning journal); <https://tapestry.info/>
- SIMS (our information management system); <https://www.capita-sims.co.uk/>
- CPOMS (student welfare monitoring software); <http://www.cpoms.co.uk/gdpr/>
- Lexia (our online reading intervention programme); <http://www.lexiauk.co.uk/>
- Accelerated Reader (our online reading programme);
<http://www.renlearn.co.uk/accelerated-reader/>
- Swimphony (Durham LA Swim Progress Monitoring programme).
<http://kinetic-insight.com/swimphony/>

If you require further information as to the information we share with the above organisations, then please contact: **Mrs H. Clark, Howden le Wear Primary School, School Street, Howden le Wear, Crook, Co. Durham, DL15 8HJ Tel: 01388 763287 or email howdenlewear@durhamlearning.net**

Storing student data

We hold student data covering a variety of school activities, and only retain this information for as long as required by law or the period required to carry out the functions of the school.

In exceptional circumstances, we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so. We can keep information about you for a very long time if we need this for historical, research or statistical purposes.

The specific items of data and the period of time that we retain each item is outlined below.

| Data Description | How is the data stored | Retention period |
|--|---|---|
| Pupils Educational Record required by The Education (Student Information) (England) Regulations 2005 | Paper format in locked storage. Digital format on school secure server. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Special Educational Needs information | Paper format in locked storage. Digital format on school secure server. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Relevant medical information | Paper format in locked storage. Digital format on school secure server. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Digital images of pupils | Paper format in locked storage. Digital format on school secure server. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Behavioural / Exclusion information | Paper format in locked storage. Digital format on school secure server. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Attendance register | Digital format on school secure server. | 3 years after the date on which the attendance entry was made. |
| Parental consent for an educational visit | Paper format in locked storage. Digital format on school secure server. | Generic consent: until pupil leaves the school. Trip specific where there has been no major incident: conclusion of the trip. Trip specific where there has been a major incident: The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. |
| Assessment information Internal assessments External examination results | Internal assessments: digital formats on school secure server Paper format in locked storage. Open access to paper format to pupils/parents External examination results: Digital formats on school secure server. Paper format in locked storage. | The file should follow the pupil when he/she leaves the primary school. Digital formats will be deleted. Cohort assessment files will be held for 3 years after the cohort have left school then securely disposed of. |

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| Pupil work | Digital format on school secure server Unsecured access to paper format to pupils/parents | Work returned to pupils at the end of the academic year for core subjects and where this is not possible, work will be securely disposed of at the end of the academic year. Each year a selection of children's work across all cohorts will be securely stored to support the evidence of pupil progress in school. In such cases, paper copies will be kept for a 12 month period before being returned to pupils or, where this is not possible, being securely disposed of. |
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Requesting access to your personal data

Under data protection legislation, parents and students 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, please contact: **Mrs H. Clark, Howden le Wear Primary School, School Street, Howden le Wear, Crook, Co. Durham, DL15 8HJ Tel: 01388 763287 or email howdenlewear@durhamlearning.net**

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;
- 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.

You also have the right to contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: **Mrs H. Clark, Howden le Wear Primary School, School Street, Howden le Wear, Crook, Co. Durham, DL15 8HJ Tel: 01388 763287 or email howdenlewear@durhamlearning.net**