

22nd May 2018

Dear Parents/Carers

General Data Protection Regulation (GDPR)

As a school we hold a lot of information (data) about our students which we have always treated with great care, in accordance with the requirements of the Data Protection Act. It is vitally important that this private and sometimes sensitive information is only passed on when there is a legal requirement to do so, such as the School's Census or when it is required for the education of your child, such as entering them for public examinations (such as: SATs).

You may be aware that the Data Protection Act will shortly be replaced by new Europe wide legislation called the General Data Protection Regulation on 25th May 2018. In practice, our processes and systems for handling personal data will change a little as we already treat it with great care. However, the new GDPR does require organisations, including schools, to clearly inform anyone whose data they hold what it is used for and who it is shared with. This new regulation also requires us to provide this statement, referred to as a *Privacy Notice*, to our parents and students in language that they can understand.

You will therefore find attached a Privacy Notice for you to read. Should any questions arise regarding the contents, there are a number of sources of further information listed that can be accessed. Thank you for your support as we implement this new regulation.

Yours sincerely

M A Hussain

Head teacher

Privacy Notice: How we use pupil information at Al Falah Primary School

Why do we collect and use pupil information?

We collect and use pupil information under the lawful basis for collecting and using pupil information for general purposes under Article 6(1) and Article 9(2) of the General Data Protection Regulation (GDPR), where data processed is special category data.

We use the pupil data:

- ❑ to support pupil learning
- ❑ to monitor and report on pupil progress
- ❑ to provide appropriate pastoral care
- ❑ to assess how well we are doing
- ❑ 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 and country of birth)
- ❑ attendance information (such as sessions attended, number of absences and absence reasons)
- ❑ attainment, examination & assessment information to support pupil learning
- ❑ medical information provided by parents/carers and guardians
- ❑ special educational needs and referral information
- ❑ behavioural information, including exclusions
- ❑ safeguarding information/Court of Protection

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 General 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.

Storing pupil data

We hold pupil data within the legal requirements of the General Data Protection regulations (GDPR).

Who do we share pupil information with?

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 routinely share pupil information with:

- ❑ school that the pupil attends after leaving us
- ❑ Hackney Learning Trust (HLT)
- ❑ Department for Education (DfE)
- ❑ Doctor and dental services
- ❑ external agencies for special educational needs and disability (SEND)
- ❑ child protection, welfare and safeguarding services;

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's progress and educational attainment policy and monitoring.

We are required to share information about our pupils with Hackney Learning Trust (HLT) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

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 DfE, for the purpose of 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>

Requesting access to your personal data

Under data protection legislation, parents 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, contact the school Data Protection Officer or the school office.

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, 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer or Head teacher M A Hussain via email info@alfalahschool.org.uk or telephone 02089851059.