



FIVE STONES

Learning Federation

Five Stones Learning Federation

Privacy Notice

Vision

"Life in all its fullness"

Our vision guides us in all that we hope to be, enabling every part of our community to grow and develop. This means growing in body, mind and spirit in order to flourish and experience the joy and hope of, 'life in all its fullness' (John 10.10).

Adopted: September 2020

Review: September 2021

Five Stones Learning Federation Privacy Notice

Vision

"Life in all its fullness"

Our vision guides us in all that we hope to be, enabling every part of our community to grow and develop. This means growing in body, mind and spirit in order to flourish and experience the joy and hope of, 'life in all its fullness' (John 10.10).

Why do we collect and use pupil information?

This privacy notice explains how we collect, store and use personal data about pupils. Five Stones Learning Federation are the 'data controller' for the purposes of data protection law.

Our data protection officers are Mrs B. Dawson or Mrs S. Rand.

We collect and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

We hold personal data about pupils, their parents and/or careers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Privacy Notice to all pupils/parents, this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Who we are and what we do?

St. Michael's C of E Primary School,
Front Street,
Bishop Middleham,
Co. Durham,
DL17 9AL

Evenwood C of E Primary School
New Rd,
Evenwood,
Bishop Auckland,
DL14 9QZ

We are a primary school for children ages 3 - 11 years old. Our local authority is Durham County Council.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal Information (such as name, address, unique pupil, contact details, contact preferences, date of birth, identification documents)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Assessment information
- Characteristics (such as ethnic, language, nationality, country o birth, eligibility for free school meals, or special educational needs)
- Exclusions / behavioural information
- Details of any medical conditions, including physical and mental health

- Attendance information (such as sessions attended, number of absences and absence reasons)
- SEND information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children). On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on one of the following:

Lawful Basis (Article 6)

- **Consent:** You or a legal representative have given consent.
- **Contract** You have entered a contract with us.
- **Legal obligation:** it is necessary to meet a legal obligation
- **Vital Interests:** it is necessary to protect someone in an emergency
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions
- **Legitimate Interests:** the processing is necessary for the purpose of legitimate interests

Special Category Data (Article 9)

Special category data is any personal information that is one or more of these eight categories, which are:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health Data

When we collect special category personal information we rely on one of the following

- **Explicit consent:** You or your representative gave us explicit consent.
- **Comply with a law:** We need this for Employment, or Social Security or Social Protection Law.
- **Vital Interests:** Someone is in danger and who cannot give consent.
- **Public Domain:** you have made your information publicly available
- **Legal Rights:** We need it for a legal case or a legal reason
- **Substantial Public Interest:** The processing is necessary to benefit society as a whole.
- **Health and Social Care:** We use it to deliver health or social care services including occupational health.
- **Public Health:** it is necessary to protect public health
- **Archiving, Research or Statistical Purposes:** We use it for archiving, research, or statistical purposes

Collecting pupil information

We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.) 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.

Data sharing

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police. We do not transfer personal data to countries outside the European Economic Area.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse
- CAMHS
- NHS
- Specialist advisory services

How we store this data?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

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, 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>

Parents and/or careers and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made to the schools data protection officer. (Mrs B. Dawson or Mrs S. Rand) The school will respond within 15 school days.

Parents and/or Careers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

Individuals have rights regarding how their personal data is used and kept safe. 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 (by a computer or machine, rather than by a person)
- 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 officer.

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/>

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Mrs B. Dawson (Head of School / Data Protection Officer)

St. Michael's C of E Primary School,
Front Street,
Bishop Middleham,
DL17 9AL

bishopmiddleham@durhamlearning.net

Tel: 01740 651482

Mrs S. Rand (Head of School / Data Protection Officer)

Evenwood C of E Primary School
New Rd,
Evenwood,
Bishop Auckland,
DL14 9QZ

evenwood@durhamlearning.net

Tel: 01388 832 047