



Fair Processing Notice Policy

Privacy Notice – EU General Data Protection Regulation 2016

We (**Coldfall Primary School**) are a data controller for the purposes of the EU General Data Protection Regulation. We collect information from you and may receive information about you and your child from any previous schools and from the Department for Education. The School collects and uses pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- to comply with law regarding data sharing;
- provide appropriate pastoral care;
- assess how well our school is doing, and
- Safeguard pupils.

This information includes:

- Personal information – such as names, unique pupil numbers and addresses;
- Characteristics – such as ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information – such as sessions attended, number of absences and absence reasons;
- Assessment information – such as national curriculum assessment results;
- Relevant medical information;
- Information relating to Special Educational Needs Information (SEND) and,
- Behavioural information – such as temporary or permanent exclusions.

We collect and use pupil information under Article 6 Paragraph 1 of the GDPR.

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. If we need your consent, the School will provide you with clear and detailed information as to why the School is collecting the data and how the data will be used. Where we process your data based on your consent, you have the right to withdraw this consent at any time.

We hold pupil data relating to a person until the person is 25 years of age.

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Medical or educational specialist professionals

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules require us to.

We share pupil's data with the Department for Education (DfE) on a statutory basis. 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.

The DfE may share information about pupils taken from the NDP with other organisations who promote the education or wellbeing of children in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.
- The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

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>

If you want to see a copy of the information about you or your child that we hold and/or share, please contact **Tsveta Dimitrova** via the school office.

If you wish to withdraw consent, or log a complaint, regarding information held either about yourself or your child please contact **Tsveta Dimitrova** via the school office.

If you require more details about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063755/swf-privacy-notice>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, we can send you a copy of this information. Please contact Nia Harding-Rickards as above.

July 2018

School workforce data that Coldfall Primary School collects, processes, holds and shares

This includes:

- Personal information (such as name, address, employee or teacher number, national insurance number);
- Contact details (such as phone number, email address, home address).
- Next of kin contact details (such as name, address and phone number).
- Special categories of data including characteristics information such as gender, age, ethnic group;
- Contract information (such as start dates, hours worked, post, roles and salary information);
- Work absence information (such as number of absences, date of absences and reasons);
- Qualifications (and, where relevant, subjects taught).

Why Coldfall Primary School collects and uses this information

Coldfall Primary School uses workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed;
- Safeguarding our pupils;
- Inform the development of recruitment and retention policies;
- To enable correspondence with employees;
- To enable us to contact someone on your behalf in an emergency;
- Enable individuals to be paid.

The lawful basis on which Coldfall Primary School processes this information

Coldfall Primary School processes this information under:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2)(b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Collecting this information

Whilst the majority of information you provide to the School is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, Coldfall

Primary School will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

Coldfall Primary School holds workforce data for 7 years after the employee has left.

Who does Coldfall Primary School share this information with?

Coldfall Primary School routinely shares this information with:

- Haringey Council;
- Haringey Education Partnership (HEP)*;
- the Department for Education (DfE);
- Strictly Education (our HR provider)*.

Why Coldfall Primary School shares school workforce information

Coldfall Primary School does not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Haringey Council

Coldfall Primary School is required to share information about its workforce members with Haringey Council under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Strictly Education *

Coldfall Primary School shares information such as your date of birth, address, national insurance number, salary details and DBS details with Strictly Education who provide our HR service. This enables us to pay staff, track absences, generate staff contracts and complete DBS checks.

Department for Education (DfE)

The School shares personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

The School is required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

Tsveta Dimitrova

office@coldfall.haringey.sch.uk

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; and

- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have any concerns about the way the School is collecting or using your personal data, we ask that you raise them with the School in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Tsveta Dimitrova

office@coldfall.haringey.sch.uk

April 2024