



Privacy Notice for Parents/Carers

This privacy notice explains how we collect, store and use personal data about pupils. Seaham Trinity Primary school is the data controller for the purposes of data protection law.

Our data protection officer is: **Vicky Light**

Who we are and what we do

We are Seaham Trinity Primary School

Princess Road

Seaham

County Durham

SR77SP.

Our local authority is Durham County Council.

The personal data we collect and hold

We hold personal data about pupils, their parents or carers 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]

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

- Contact details, contact preference information (such as name, unique pupil number and address, date of birth, identification documents, National Insurance number)
- 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)
- Medical concerns/medication needs
- SEND issues including support provided, care plans.
- Exclusions
- Behavioural concerns
- Legal information regarding eligibility to see parents
- Social service involvement
- Child protection issues
- Results of internal assessments and externally set tests/curricular records
- Photographs

Why we use this data:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services (including monitoring staff performance)
- to comply with the law regarding data sharing
- to carry out research
- to administer admissions waiting lists

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

Storing pupil data

We hold pupil data for the length of time that 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 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 information.

Who do we share pupil information with?

We do not share any of this data with any other organisation without your permission, except where the law requires it.

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
- Pupil Referral units (if needed)
- NHS
- Social Services
- Police (If needed)

We do not transfer personal data to countries outside of the European Economic Area.

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 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.

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-userguide-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-requestsreceived>

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 in writing or via e-mail, contact Liz Sandywell-Inclusion Manager and Data Protection Officer on 0191 5813047 Or via e-mail on seaham.trinity@durhamlearning.net. The school will reply to this request within 15 working school days. 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 it will be, shared with
- Let you know whether any automated decision-making is being applied to 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 can't provide information to you, we will give you a description of the information we hold and the reason why it can't be disclosed to you at the time of your request.

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

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 data is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance via the data protection officer, contacts details below.

Or alternatively directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Call: 0303 1231113

Information Commissioner's Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Contact:

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

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