

Privacy Notice - Data Protection Act 1998/25th May 2022

We, Cambo First School are a data controller for the purposes of the Data Protection Act. We collect and use pupil information under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018.

We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- To assess the quality of our services,
- Provide appropriate pastoral care,
- Assess how well school is doing, and
- To comply with the law regarding data sharing.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Cambo First School upholds are imposed on the processor.

The school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Paula Cummings acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01670774210 or Paula.Cummings@cambo.northumberland.sch.uk

Mrs Pamela Walker is the data protection officer, [DPO]. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01670774210 or by email to Pamela.Walker@cambo.northumberland.sch.uk

The Categories of information that we collect, hold and share include:

- Personal Information [such as name, address, unique pupil number and telephone numbers
- Characteristics [such as ethnicity, language, SEND information, medical information, nationality, country of birth and free school eligibility.

- Attendance information [such as sessions attended, number of absences and absence reasons, exclusions and behavioural information]
- Assessment information [such as national assessment outcomes and teacher assessments, progress etc]
- Relevant medical information
- Information relating to Special Educational Needs and Disabilities [SEND]
- Behavioural information e.g. temporary exclusions
- Photographs- these will be used to aid our records management and attendance procedures

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

Collecting pupil information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

Personal data relating to pupils at Cambo First School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who do we share pupil information with?

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, 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.

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 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>

Primary Care Trusts (PCTs)

We are required, by law, to pass certain information about our pupils to PCT's.

Cambo first school

PCT's use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: northumberland.gov.uk

Local Authority – social services

In order to comply with our statutory safeguarding duties, we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: northumberland.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

We routinely share pupil information with:

- Transition schools which pupil's attend after leaving Cambo First School
- The Three Rivers MAT and other schools in the Morpeth /Ponteland Partnership where pertinent e.g. when discussing assessment, transition, admissions and admission difficulties. etc

- Cambo Wraparound where and when appropriate e.g. transition from Pre School into Main School
- The School: nurse, doctor, ophthalmologist, audiometrician, dentist and Special Educational Needs Services when and where appropriate.

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 [Mrs. Carol Flatman, the school secretary](#) in the first instance

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 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/>

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

<http://www.northumberland.gov.uk>

Contact:

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

[Mrs Paula Cummings Head teacher](#)
 Tel: 01670 774210
Paula.Cummings@cambo.northumberland.sch.uk

[Mrs Carol Flatman Bursar/Secretary](#)
 Tel: 01670 774210
Admin@cambo.northumberland.sch.uk

Declaration

I, _____ declare that I understand:

- Cambo First School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Cambo First School may share my data with the DfE, and subsequently the LA.
- Cambo First School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Cambo First School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____