



Privacy Notice

Executive summary

Purpose:

School to issue a "Privacy Notice" (PN) to parents summarising the information held about pupils, why it is held and the third parties to whom it may be passed to, in accordance with the Data Protection Act 1998.

Main Issues:

The basic Privacy Notice (PN) is to be issued to new learners, but subsequent changes can be advised as part of a school brochure or induction pack, in a school diary, posted on the school notice board, website or Local Authority website. Issue to future new students or their parents as appropriate. Hard copies are to be made available for people who cannot access the internet. The Local Authority will update their full notice on the internet when necessary.

The generic documents will be available on the North Somerset web page <http://www.n-somerset.gov.uk/my-council/data-protection-foi/school-privacy-notice/school-privacy-notice/>

Action required and due date:

To read the cover note, basic Privacy Notice (PN) (adding information where indicated) and additional details of the DfE and North Somerset Council data sharing bodies, including what might legally be shared and why.

To issue updated PNs to all new pupils/parents as soon as possible in the Autumn Term 2017.

Further Information

Name:

Telephone number:

E-mail address:

Category

Organisation and Management

Status:

For action

Audience:

School administrators and Headteachers, North Somerset Schools and Academies

cc: Louise Malik (Head of Education Transformation)

Date of issue:

October 2017

Reference number:

1718/0006

Related documents:

Shortcut to:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

Business Intelligence Service
01934 427335/01275 884572
education.performance@n-somerset.gov.uk

PRIVACY NOTICE

Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Privacy Notices:

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

[For institutions with students aged 13+]

Once our pupils reach the age of 13, the law requires us to pass on certain information to North Somerset Council who have legal responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

[Careers guidance – schools that pass young people's information to careers guidance services or the national careers service may wish to set out details here.]

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider. Schools cannot access Connecting Care but they may share information that could appear on Connecting Care.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- Who is involved in a child's care
- Any allergies they have
- Medications
- Recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment)
- Diagnoses

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care please contact PALS 0800 073 0907, or visit <http://www.n-somerset.gov.uk/my-council/data-protection-foi/information-sharing/connecting-care/>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- **[insert name/contact details of your school administrator].**

[For schools:] We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

[For academy and free school use only:] We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.n-somerset.gov.uk/my-council/data-protection-foi/>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>