



Ellenbrook

COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook, Worsley, Salford M28 7PS

Tel: 0161 799 6347 Email: [ellenbrook.primaryschool@salford.gov.uk](mailto:ellenbrook.primaryschool@salford.gov.uk)

Head Teacher: Mr. R Blackburn B.Ed PQSI

## [Privacy Notice \(How we use pupil information\)](#)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Ellenbrook Community Primary School are the 'data controller' for the purposes of data protection law. Our data protection officer is Debbie McCarron. Her contact email is: [infogovernance@salford.gov.uk](mailto:infogovernance@salford.gov.uk)

### Why do we collect and use pupil information?

We collect and use pupil information under The Data Protection Act 1998, which is designed to ensure that personal data held by the council is looked after properly. We will collect, use, and store personal data about you according to the principles set down in the Data Protection Act.

The rules which govern the council's use of personal data are the Data Protection Principles which state, in accordance with article 6 of The General Data Protection Regulations (GDPR) coming into force May 2018, data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries without adequate protection

### Why we collect and use pupil information?

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a. to support pupil learning
- b. to monitor and report on pupil progress
- c. to provide appropriate pastoral care
- d. to assess the quality of our services
- e. to keep children safe (food allergies, medical information or emergency contact details)
- f. to meet the statutory duties placed upon us
- g. to comply with the law regarding data sharing



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Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information

## The categories of pupil information that we collect, hold and share include:

- characteristics (such as ethnicity, language, and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- safeguarding information (such as court orders and professional involvement)
- Special Educational Needs (including the needs and banding)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- assessment and attainment information
- behavioural information (such as communications with you, exclusions and any relevant provision or alternative provision put in place)
- CCTV images captured in school
- photographs of children and visitors who sign in using the school inventory system
- personal information (such as name, unique pupil number, contact details and address)

## Parents 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.

Parents/carers 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 12), 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, and if we do hold information about you or your child, we will:

- Give you a description of it
- 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
- Give you a copy of the information in an intelligible form



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

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the school office who will pass the information to the appropriate body.

## CCTV

### What information do we collect and why do we collect it?

By using CCTV systems, the school collects, stores and uses static or moving images and audio of individuals located in the surveillance area. The school may be able to identify those individuals by using other existing information.

The school operates CCTV for the following purposes:

- Make members of the school community feel safe
- Protect members of the school community from harm to themselves or to their property
- Deter criminality in the school
- Protect school assets and buildings
- Assist police to deter and detect crime
- Determine the cause of accidents
- Assist in the effective resolution of any disputes which may arise in the course of disciplinary and grievance proceedings
- To assist in the defence of any litigation proceedings

Our lawful basis for processing your personal data is Article 6(1) (e) respectively:

- 6(1) (e)- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller- safeguarding children.
- 6(1) (f)- processing is necessary for the purposes of legitimate interests- prevention and detection of crime.

### Who has access to your personal data?

Your information will only be made available to school employees where there is a need to investigate the recording. Only employees authorised by school management may have access to this footage.

### Who do we share your personal data with?

We will only share CCTV footage with other agencies where there is a lawful reason to do so, for example - to share with the police for the purposes of crime prevention or to assist in locating an absconding pupil, we will need consent from the individual to share any CCTV footage including them when the school has no legal obligation to process.

### How long do we keep your personal data for?

The school CCTV system will be retained for up to 360 days. If an enquiry has been raised, and has required investigation, the school will retain this data until the incident has been satisfactorily resolved.

### Do you transfer my data outside of the UK?

Generally, the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government.



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## What rights do you have over your data?

Under GDPR individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation.
- To request access to your personal data that we hold, and be provided with a copy of it,
- To request that your personal data is erased where there is no compelling reason for its continued processing.

If you have any concerns about the way, we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the information commissioner's office (the data protection regulator) about the way in which the school has handled your personal data. You can do so by contacting Debbie McCarron using the details below.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send 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 corrected, deleted, 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 school.

## 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.

## Storing pupil data

We hold pupil data while the child is in our school and in accordance with any legal requirements to hold it for longer.

**Who do we share pupil information with?** We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- health authorities i.e. school nurse, speech and language therapist (only with consent from parents)
- the pupil's family and representatives
- educators and examining bodies
- health authorities
- security organisations



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- health and social welfare organisations (see [here](#) for Early Help Privacy notice)
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies
- schools that the pupil's attend after leaving us

## 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-pupildatabase-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



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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/dataprotection-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-pupildatabase-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, contact Mrs Henderson (Headteacher) via the school office or by email [Bridgewater.primaryschool@salford.gov.uk](mailto:Bridgewater.primaryschool@salford.gov.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 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/>

## Contact:

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

- Debbie McCarron. Her contact email is: [infogovernance@salford.gov.uk](mailto:infogovernance@salford.gov.uk)
- Corporate Information Officer on 0161 793 2407 or email [infogovernance@salford.gov.uk](mailto:infogovernance@salford.gov.uk) • Information Management on 0161 778 0149 or email [information.unit@salford.gov.uk](mailto:information.unit@salford.gov.uk)
- Public Communications Unit:



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Department for Education

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