

Respect for ourselves, each other and our environment

Soudley School - Privacy Notice for Families and Children 2021

Our school is a data Controller for the purpose of the General Data Protection Regulations. We collect information from you and may receive information about you and your child.

For <u>all</u> pupils	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year)
	Other	Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)
For <u>some</u> pupils (only if applicable)	Other	Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records
All Parents/Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence
	Other	Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

*this refers to those with legal responsibility for the child

We use this data to : -

- Keep your child safe and healthy
- Support teaching and Learning
- Monitor, report and share progress and achievements
- Assess how well we are doing.

This information includes your contact details, curriculum assessment, photographs, video, results, attendance as well as personal characteristics such as ethnic groups, special needs and relevant medical information. We also share summarised, aggregated data for statistical analysis purposes with the West Gloucestershire Schools Partnership .

We are required by law to pass some information to the Local Authority (LA), the DfE and safeguarding authorities.

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

Keeping Children Safe in Education 2021

There is a duty placed upon schools to safeguard children from harm and we have a responsibility to ensure they are safe, cared for and have positive wellbeing. With parent/ carer permission, we will work together with families and agencies to secure this.

However, there may be circumstances where a child is at risk of serious and immediate harm. In this instance we will have contacted our safeguarding partners, for example the Children's Helpdesk, and they will have advised us on a course of action.

There may be a circumstance, therefore, where we need to share information immediately and urgently, without first needing to seek consent.

(See Appendix 1 for more information)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Paula Penn admin@soudley.gloucs.sch.uk

Or

Our Data Protection Officer Mr Ian Arkell iarkell@schoolspro.uk

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

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices>

and

<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 the LA or DfE as follows:

CYP Systems Support Team

ICT Service

Gloucestershire County Council

Quayside House

Quay Street

Gloucester. GL1 2TZ

Website:

www.gloucestershire.gov.uk

Email:

cypsystemsupport@gloucestershire.gov.uk

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

Appendix 1

These are the Seven Golden Rules of Information Sharing as set out in *DfE Information Sharing July 2018*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and upto-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Ratified at FGB of 11 October 2021



Signed

Saron Hetenyi Head Teacher



Signed

Laura Leonard Chair of Governors