

## **PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

### **Who Will Own My Data Once I Submit It?**

Rosebank School

### **Why Do You Need My Information?**

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support the safeguarding of pupils

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

- Personal information (such as name, unique pupil number)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Names and telephone numbers of close family members
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information
- Special educational needs information
- Safeguarding information including those relating to social care
- Payments to school

### **What Allows You To Use My Information?**

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

Information we collect and process in excess of the above legislation and guidance relies in some cases on your consent, which you have the right to withdraw at any time, such as using information and photos on Tapestry, Facebook and learning software. In some cases it would be for legitimate interest for example providing information of a medical condition to the provider when taking a child on an educational visit.

## Who Will My Information Be Shared With?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- professionals when seeking referrals to services such as CAMHS, Occupational Therapy, social care
- professionals involved with children's physical, medical or social care
- Speech and Language Therapy
- pupil learning and assessment software – Tapestry (online learning journal), Onwards and Upwards (online assessment tool), Easimaths (online maths tuition system), Nessy (online dyslexia intervention)
- therapists and coaches contracted to the school

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 the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database 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

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 in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

## Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data. Where we rely on your consent to process personal data, you have the right to withdraw that consent at any time.

## How Long Will You Keep This Data For And Why?

We hold pupil data for a set period of time depending on legislation, guidelines or codes of practice that specifies the length of time that records must be kept.

We keep your data as follows:-

Activity	Transaction	Period held
Pupil Records	Educational Record	Period the child remains in school and then the file is transferred to the Secondary or ongoing school
	Case Files	Period the child remains in school and then the file is transferred to the Secondary or ongoing school
	SEN Assessment and Support	31 years
School Meals Management	School Meals and Free School Meals Registers	6 years
Curriculum Management	SATS and Value Added Contextual Data	6 years
	Home School Books	1 year
Educational Visits Outside the Classroom	Parent Permission slips	Destroyed on conclusion of trip unless there is a major incident then kept until the child's 25 <sup>th</sup> birthday
	Educational visits outside the classroom approval records	14 years
Central Government and Local Authority Processes	School Census	5 years
	Attendance Returns	1 year
	Ofsted Reports	3 years
	Central Government Returns	6 years
Child Protection Information held on a pupils file		Period they remain in school and then the record is transferred to the Secondary or ongoing school

A full CWAC Retention and Disposal Schedule for Schools is held in school.

We hold the data in order provide the child with a full education, to meet statutory requirements from Central Government and the Local Authority and to keep the child safe.

## **How Will My Information Be Stored?**

The School takes all reasonable steps to ensure that pupil data is kept secure by following recognised security and information handling codes of practice. Examples of where pupil data is stored are as follows:-

- on SIMS
- on the internal server
- in pupil files in a locked filing cabinet in the Admin Office
- in safeguarding files in a locked filing cabinet, in a locked cupboard in the Admin Office
- on Education and Assessment software Tapestry, Onwards and Upwards, Nessy, Easimaths
- on Safeguarding software CPOMS
- on the messaging service provided by Eduspot (Teachers 2 Parents)
- on the school online payments serviced provided by Eduspot (School Money)
- on the educational visits software EVOLVE

## **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

When consent to hold specific data has been requested you have the right to withdraw consent and ask for that data to be erased.

To make a request for your personal information, or be given access to your child's educational record, contact Carina Baylis, School Business Manager on [admin@rosebank.cheshire.sch.uk](mailto:admin@rosebank.cheshire.sch.uk) or 01606 74975.

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.

## **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

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.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- Carina Baylis, School Business Manager
- Email: [admin@rosebank.cheshire.sch.uk](mailto:admin@rosebank.cheshire.sch.uk)
- Telephone: 01606 74975

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- School's Data Protection Officer  
Cheshire West and Chester Council,  
3<sup>rd</sup> Floor,  
Civic Way,  
4 Civic Way,  
Ellesmere Port  
CH65 0BE
- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

**Will This Information Be Used To Take Automated Decisions About Me?**

No

**Will My Data Be Transferred Abroad and Why?**

No