

# Oak Farm Primary School

## GDPR and Privacy Policy



**OAK FARM**  
PRIMARY SCHOOL

Approved by: Oak Farm  
School GB

Date: September 2023

Last reviewed on: September 2023

Next review due by: September 2024

## Privacy Notice (How we use pupil information)

**The categories of pupil information that we may process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders, professional support involvement and care plans)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage results and phonics results and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- pertinent information relating to free school meal eligibility, any special dietary requirements and trips and activities

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

- a) to support pupil learning
- b) to support pupil development in relation to extra-curricular activities e.g. sports clubs or music classes
- c) to monitor and report on pupil attainment progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

## **The legal basis for using this data**

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), (Data Protection Act 2018) the lawful bases we rely on for processing pupil information are :

- to comply with a legal obligation
  - to perform an official task in the public interest (ie it is needed to facilitate the effective education of your child)
- Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information about you

overlap and there may be several grounds which justify the school's use of your data. Where you have provided us with consent to use your data, you may withdraw this consent at any time by contacting the school Data Protection Lead, Mantej Notay in writing (or by email)

## Collecting pupil information

We collect pupil information Common Transfer Files (CTF) from other schools, school admission and registration forms, others forms such as for trips or activities.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Storing pupil data

We keep personal information about students while they are attending our school. In order to continue to comply with our legal obligations, we will retain some of the information once your child has left. Information will be destroyed in accordance with the School's Retention Policy.

We will dispose of your personal data securely when we no longer need it.

## Data sharing

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about students with:

- The **London Borough of Hillingdon** – to meet our legal obligations to share certain information with it, such as safeguarding concerns, school admissions, student exclusions and student destination data at the end of Year 6
- The **Department for Education** and **Ofsted** - to meet our legal obligations to share certain information with it in relation to student progress and to facilitate the statutory inspection of state schools
- Those with parental responsibility for the student and any other nominated family representatives
- Other educational providers or third party organizations - to facilitate the provision

of extracurricular activities and cross-school activities

- **Examining bodies** – in order to facilitate the entry of our students into public exams
- Suppliers and service providers – particularly **Education Support Solutions SIMS and Pabulum** to enable them to provide the service we have contracted them for, such as the provision of our management information system and school catering
- The **Health and Safety Executive** – to comply with our statutory obligation in relation to accident and RIDDOR reporting
- The emergency services (Police, Fire, Ambulance) and also the school nurse/NHS – where information needs to be shared for safeguarding reasons or to provide assistance to a student in an emergency.

The School will facilitate access to a range of online tools in order to support the learning of our pupils. These include, but not limited to: Libresoft Library Services, Nessy Primary, Sing-Up, My Maths Online, Testbase, Medical Tracker, Get Set 4 PE, Discovery Education, Barnhill Community Trust, RM Easimaths, Numbots, TTRockstars, Bug Club, Education City.

The School will also routinely put information into the public domain in order to congratulate students on their individual achievements and to demonstrate the high standards of education being delivered at Oak Farm Primary School. Such information may include photos included in the school prospectus and other marketing information, pictures of learning taking place around the school, references on the school's social media accounts including twitter, information supplied via regular school newsletters, names in concert programmes etc. The School will, in all cases, remain conscious of its safeguarding responsibilities and will not share any personal information which will put a child at risk.

The School will routinely take and retain photos of pupils. These are stored securely on our management information system and some events photos are stored on our internal drives and are made available internally to staff to facilitate the delivery of education. The school photos are taken and provided by the school's external photographers, Tempest Photography.

### **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 (subject access request). To make a request for your personal information, or be given access to your child's educational record, please make a request in writing to the School Data Protection Lead, Mantej Notay on [office@oakfarmprimary.org.uk](mailto:office@oakfarmprimary.org.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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. Where parents wish to make a request for a child over the age of 12 years, the School will routinely ask for evidence of the child's consent to provide this data.

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

If you would like to make a request please contact the School DPL on [office@oakfarmprimary.org.uk](mailto:office@oakfarmprimary.org.uk)

Parents in maintained schools are entitled to a copy of their child's educational records under the Education (Pupil Information) (England) Regulations 2005. This provision does not apply to academy schools.

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with Data Protection Law.

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [office@oakfarmprimary.org.uk](mailto:office@oakfarmprimary.org.uk)

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Lead on [office@oakfarmprimary.org.uk](mailto:office@oakfarmprimary.org.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school SATS results, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections (i.e. school census). We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including: schools and local authorities

- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:  
<https://www.gov.uk/government/publications/dfе-external-data-shares>

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated July 2023.

### Contact

If you would like to discuss anything in this privacy notice, please contact the school DPL on [office@oakfarmprimary.org.uk](mailto:office@oakfarmprimary.org.uk)

*This notice is based on the Department for Education's model Privacy Notice (May 2023), amended for parents and to reflect the way we use data in this school.*