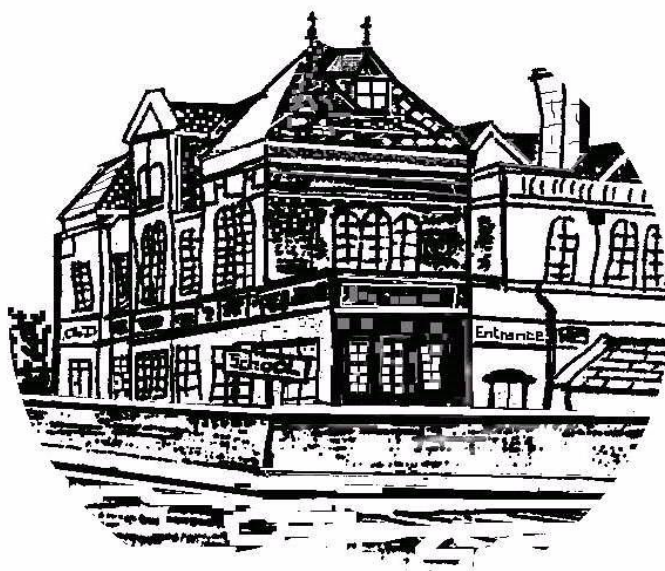


Granby Primary School

# Data Protection Policy



Granby Road  
Aylestone  
Leicester LE2 8LP

Head Teacher: Mr Peter Fowler

**Policy approved:** 2015

**Scheduled review:** September 2016

# Data Protection Policy

*Note: This policy should be read in conjunction with the school's Freedom of Information Policy.*

*Sources informing this policy: The Data Protection Act, DFE, Governors Handbook, Granby Fair Process Notice for Parents, The Key for School Governors*

Schools and other organisations process information on pupils in order to run the education system. In doing so they must comply with the **Data Protection Act 1998** (DPA). This means that, amongst other things, the data held about pupils may only be used for specific purposes allowed by law. This policy acts as the statutory **Privacy Notice** to parents, pupils and the school workforce and summarises the types of data held, why that data is held and to whom it may be passed on.

As a designated Data Controller processing personal information, Granby Primary School will comply with the DPA's eight principles, in order to ensure that the information held is:

1. Fairly and lawfully processed
2. Processed for specified and limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with the rights of data subjects
7. Kept secure
8. Not transferred to other countries without adequate protection

Compliance with the DPA is the responsibility of all members of the school.

Data Protection information for the 3 different parties at Granby Primary School is detailed below:

- A: Information for Parents (pages 3 - 5)
- B. Information for Pupils (page 6)
- C. Information for the School Workforce (page 7)

## A. Information for Parents

**The school** holds information on pupils in order to:

- Support their teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing

This information includes contact details, National Curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information. We will not give information about you to anyone outside the school without your permission unless the law and our rules permit it.

From time to time, as prescribed by law, the school is required to pass on some of this data to other organisations, including the **Local Education Authority (LEA)**, the **Department for Education (DES)** and **Ofsted** (the Office for Standards in Education, Children's Services and Skills). Other permitted agencies include the **Standards and Testing Agency (STA)**, which is responsible for the setting and improvement of tests, assessment and moderation systems for children in education from early years to the end of key stage 3, and the **Office of Qualifications and Examinations Regulation (Ofqual)**, which secures qualifications standards by monitoring and reporting on the assessments developed by the STA.

**The Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The LEA shares some pupil data with the Department for Education to enable the DFE to carry out its role. The LEA also receives pupil information from public bodies, including the DFE and health, police and probation services, to support educational provision.

**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

**The Department for Education** (DFE) uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them.

The DFE will feed back to LEAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DFE will also provide Ofsted with pupil level data for use in school inspection.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression and to provide comprehensive information back to the LEA and school to support their day to day business. The DFE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. That data will not be processed in a way that would identify individuals in any result or support measures or decisions relating to particular individuals

The DFE may also disclose individual pupil information to independent researchers into the educational achievements of pupils if they have a legitimate need for it.

## **Requesting Pupil Data**

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact the relevant organisation listed below:

- **Granby School**

By written request to:  
Granby Primary School  
Granby Road  
Leicester  
LE2 8LP

- **The LEA**

<http://www.leicester.gov.uk/your-council/how-we-work/data-protection-and-foia>

Ms Lynn Wyeth, Data Protection Manager  
Leicester City Council  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

- **Ofsted**

Ofsted's Data Protection Officer  
Alexandra House  
33 Kingsway  
London WC2B 6SE;

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

08456 404045

- **DFE**

DFE Data Protection Officer  
Caxton House  
Tothill Street  
London SW1H 9NA.

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

[https://form.education.gov.uk/fillform.php?self=1&form\\_id=cCCNJ1...](https://form.education.gov.uk/fillform.php?self=1&form_id=cCCNJ1...)

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

[The Information Commissioner's Office (ICO) is responsible for enforcement of the Data Protection Act. Helpline 0303 123 1113. <https://ico.org.uk> ]

***Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.***

## **B. Information for Children**

### **Data Protection Act 1998: How we use your information**

We hold and use personal information about you and we may receive information about you from your previous school, from the local authority (Leicester City Council), from the Department for Education (DFE) and from Ofsted. We hold this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care; and
- assess how well Granby School is doing its job

Information about you that we hold will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information.

We will not give information about you to anyone without your parent's/guardian's permission unless the law and our policies allow us to. Your parent or guardian can ask that no information apart from your name, address and date of birth be passed to Leicester City Council by informing the school office in writing. However, by law, we have to pass certain information about you to the Local Authority and the Department for Education.

If your parent/guardian wants to receive a copy of the information about you that we hold, they should contact Mr Fowler, the Headteacher, at the address in Section A. If your parent/guardian needs more information about how our Local Authority and/or the DFE collect and use your information, they should visit the websites listed in Section A.

## C. Information for the School Workforce\*

*\* Those employed to teach, or otherwise engaged to work, at Granby Primary School*

### **The Data Protection Act 1998: How we use your information**

Granby Primary School processes personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as name and National Insurance number, employment contract and remuneration details, qualifications and absence information and characteristics such as ethnic group,

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority, Leicester City Council
- the Department for Education (DFE)

If you want to see a copy of the information about you that the school holds, please contact Ms Sue Foreman at the school office.