



ALL YOU NEED TO KNOW ABOUT DATA KEPT ABOUT YOUR CHILD
(updated April 2017)

Dear Parent/Carer,

Privacy Notice – Full Version

Shropshire Council has an obligation under the Data Protection Act to let you know as Parent/Carer what information we at school and others hold about you and your child(ren) and this **Privacy Notice (PN)** is designed to do this. This notice gives detail about the organisations with whom we share that data, what they and we use it for, and with whom they may share that data as well under the Data Protection Act. A reduced version is provided for parents/carers along with a request for information in order to populate the school's administration system.

Above all, we want to assure you that any data exchanges under the PN are always across secure networks. If you have any comments, queries or concerns about any data aspects, the contact details to which you need to write are given below. Information on other aspects of the organisations covered below can be found at their listed websites.

Our school holds and processes information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes you and your child's contact details, National Curriculum assessment results, attendance and exclusions information, characteristics such as ethnic group, special educational needs, predominant mode of travel to our school and any important medical information.

From time to time the school is required to pass on some of this data to local authorities, the Department for Education, to agencies that are prescribed by law, such as the Standards and Testing Agency, Ofsted, the Department of Health, Local Health Trust Economies in Shropshire, Skills Funding Agency and organisations that require access to data in the Learner Records Service (secondary schools only). All of these organisations are "data controllers" for the information they receive and the data must only be used for specific purposes allowed by law.

In addition, **it is helpful for accurate record keeping if we can see a copy of your child's birth certificate and, if you wish us to, please let us have a copy** which we will keep on your child's personal file. The reason for our asking for this is to ensure that the **legal name** we keep on our system is correct. The copy of the certificate will be used for no other purpose and is only ever passed to the school to which your child transfers. Whilst you can have your child known with a different forename and surname, and you can request that we refer to him or her under these names in correspondence with you, we must also retain the legal name on the system. It is the legal name that will generally be passed across to the relevant organisations listed below and it is your responsibility to make your child aware of his or her legal name should you wish to use an alternative for whatever purposes. If your child is adopted, the adoption certificate will be sufficient for this purpose. It is important to note that the law states that any use of a 'preferred name' must be backed by the permission of all those with parental responsibility for the child.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have and forward planning. 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 children cannot be identified from them. Mode of travel is used for Safer School Initiatives and School Travel Plans which can, importantly, attract additional funding for our school. Shropshire administers the Youth Support Service and relevant information will be passed to them to help provide an effective service. The LA may use individual, group or global data as appropriate to carry out its functions. This may include the sharing of information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.

The Secretary of State, acting through the **Department for Education (DfE)**, collects information on individual **children who are looked after** by Local Authorities and commenced collection of information on individual **children in need** from April 2009. The intention is that local authorities will supply the information to the Secretary of State after the end of the financial year. The data collection on children who are looked after by Local Authorities is known as the SSDA903 return and the data collection on children in need will be the Children in Need (CIN) Census.

This section of the PN is intended to inform children over the age of 12 and their parents/carers, and the parents/carers of children under the age of 12, whose data are included in the SSDA903 return and the CIN census, about the identity of the person who processes the data and uses to which the data will be put. The data that will be collected will vary with each collection but will include personal characteristics and the details of services provided to the individuals involved. The name of the child **will not** be included in the returns, but where the child has a Unique Pupil Number (UPN) this will be collected in each return. Collection of the UPN enables DfE to extract education information from the national pupil database held by them and to add it to the information in the returns submitted by local authorities. Although the national pupil database also contains the name of the child, DfE does not use the child's name in processing or analysing the information in the returns or the composite data. Neither does DfE use the identifiable information to take any action in relation to individual children nor are individual children identified in any reports. A complete list of data items in SSDA903 and CIN can be found at the DfE website. See also the section on the DfE regarding passing information on to other organisations and individuals below.

The **Standards and Testing Agency (STA)**, is an executive agency of the Department for Education, is now responsible for the development and delivery of all statutory assessments from early years to the end of Key Stage 2. This includes both assessments required by law and those that are optional. The results of these are passed on to DfE to compile statistics on trends and patterns in levels of achievement. The STA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved. Further details can be found from <https://www.gov.uk/government/organisations/standards-and-testing-agency>

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. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils. Their website is <https://www.gov.uk/government/organisations/ofsted>

Skills Funding Agency (SFA) uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes in order to evaluate and develop education policy and monitor the performance of the education service as a whole. Further information on how this data is used may be found on the SFA website; <https://www.gov.uk/government/organisations/skills-funding-agency>

Learning Records Service (LRS) (secondary schools only) is aimed at pupils aged 14 years and over and for pupils registering for post-14 qualifications. The Skills Funding Agency administers the Learning Records Service which issues Unique Learner Numbers (ULN) to create Personal Learning Records. The service offers advice and guidance to the learner as well as facilitating the processing of qualification awarded. Approved organisations will be allowed to access the limited set of personal data. More information can be found at <https://www.gov.uk/topic/further-education-skills/learning-records-service>

Local Health Trusts Economies in Shropshire use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.

Local trusts include, Shropshire Community Health NHS Trust; South Staffordshire and Shropshire Healthcare NHS Foundation Trust and Shrewsbury and Telford Hospital NHS Trust.

It is necessary for certain information about children (such as their names and addresses) to be shared with those Trusts who are required by Public Health England to oversee immunisation programmes as well surveys relating to height and weight, dental and vision screening.

Any such surveys will still require the consent of you as parent for the survey to be undertaken for your child(ren).

Public Health England (PHE) now leads on public health nationally, on behalf of the **Department for Health (DH)** and responsibility for local public health now rests with the LA. The DH uses aggregated information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. In order to help the NHS and the DH maintain a good understanding across the country of how children are growing, so that the best possible health services can be provided for them, all children in England in reception year and Year 6 have their height and weight checked annually. This important public health programme aims to help deliver a reduction in obesity, which is a government priority to be achieved through new local **Health and Well Being Boards (HWBBs)**. The programme is delivered through schools and the measurements are supervised by trained staff from your local NHS Trust. Routine data, such as your child's name, gender, address, postcode, ethnicity and date of birth, will also be collected. This information will then be used within the NHS to help understand and plan interventions in order to promote health improvement. The NHS Trust may store the information on your child's health record, however, no child's height or weight measurements will be given to school staff or other children. The records of children's heights and weights will be submitted for analysis in a way that means your child cannot be directly identified.

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. This may include the sharing of data with approved educational partners such as Fischer Family Trust. The DfE will feed back to LAs 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 data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans. 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 LAs and learning institutions 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 DfE 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. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. The DfE may also disclose individual pupil information to approved independent researchers into the educational achievements of pupils who have a legitimate need for it for their research. Each case is subject to a robust approval process. Further information can be found at

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-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 us at the school, the LA or the relevant organisation in writing. If your child is of secondary school age and wishes to access their personal data, or you wish to do so on their behalf, again please make contact.

All rights under the Data Protection Act relating to information about your child(ren) rest with them as soon as they are old enough to understand them. Advice obtained suggests that all pupils aged 12 and over should be able to understand the nature of this privacy notice. **Therefore we would ask you to share this notice with your child if they are aged 12 or over.** Separately from the Data Protection Act, DfE 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, please write to us at the school.

For many years, our school, in common with all others in Shropshire, has collected and recorded information on a pupil's ethnic background, religion, mother tongue and mode of transport. This information is used to compile statistics on the school careers and experiences of children from different backgrounds to help ensure that all children have the fullest opportunity to achieve their potential. **These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose.**

In addition we ask parents on the form attached to the reduced PN to provide us with various consents. This information will normally only be held at the school.

If you wish to have a paper copy of this PN and do not have access to a printer, please write to the Data Acquisition and Management Team, Commissioning Support, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. If you wish to have a copy of the PN translated into another language, or in Braille, please let us know and we will arrange for this to be done, although this may take us a little time to fulfil the request.

School Administration