Privacy Notice for Parents/Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, Discovery Federation, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer and GDPR Lead is Mrs C. Robson (Executive Deputy Headteacher across the Federation).

Who we are and what we do
Discovery Federation is made up of two schools: Moorside Primary School and New Brancepeth Primary School. We are maintained primary schools for children aged 2 – 11 years old and our local authority is Durham County Council. Our addresses are as follows:
- Moorside Primary School- Chester Road, Consett, County Durham, DH8 8EQ.
- New Brancepeth Primary School- Rock Terrace, New Brancepeth, County Durham, DH7 7EU.

The personal data we collect and hold
We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records (including end of year reports)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Insurance numbers

Why we use this data:
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Check FSM eligibility

Our legal basis for using this data
We collect and use personal data on the basis of performing a public task (educating children).
On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Collecting this information
We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

How we store this data
We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data. Sometimes, school uses cloud-based storage and apps such as iCloud and OneDrive which can automatically store images that are taken on a tablet device.

At Discovery Federation, we also use SIMS for personal information, iTrack for assessment purposes and CPOMS for documentation regarding behaviour, child protection and special educational needs which are cloud-based systems which are set up as part of school procedures once children enrol at school.
We also use:

- ParentPay is used in school as the contactless method to for parents/carers to pay for school meals, experiences, clubs etc. To activate and link accounts to pupils, parent/carer names and contact details are taken directly from SIMS along with children's names, year group and classes (and any sibling links to access them all via one account).
- SchoolCloud is used to make Parents Evening appointments with class teachers. Parent/Carer contact details are taken directly from SIMS along with children's names, year group and classes in order to link up with the relevant staff.
- Wonde as a data processor to sync SIMS to iTrack to update data held e.g. SEND status to support with data analysis, children joining/leaving school, children moving into new year groups etc. Additionally, Wonde is used to create log ins for children and staff to access online subscriptions bought into by school. Settings are set on Wonde for each school subscription mean that only children's names and year groups/classes are accessed. School also seeks parent/carer consent gained before children's log ins are created. Wonde currently supports with access to Times Table Rock Stars, Education Shed and Purple Mash out of the subscriptions school buys into.
- ITSS in Durham have also set up a system so that children's names and class names are taken from SIMS to create Teams accounts for children when they enrol in school. This is to support with any remote teaching that may need to occur.

This information is now captured electronically and stored with an external provider (Data Processor). These systems will result in the pupils' data being held on a computer which is not in the school, but may be many hundreds or thousands of miles away. This is an area subject to Data Protection legislation and all comply with the new guidance under the GDPR procedures. School has copies of how each of these external systems complies with GDPR legislation.

CCTV
At Moorside, the school has CCTV equipment installed at the main entrance to monitor visitors etc. to the school. At New Brancepeth, the school has CCTV equipment installed at the main entrance, outside of the entrance and in the school car park. Both of these are for security purposes only.

Class Lists
On occasions the school may be asked by parents for names of children in their class (e.g. for invitations/Christmas cards). We will only share first names of children with parents of children in the same class. Please inform Mrs D. Pears/Mr S. Latta in our respective school offices if you wish to opt out of this arrangement.

Data taken off-site
Some books/learning journeys may be taken off site by staff to update/mark etc. and these may contain images of children. Please contact Mrs D. Pears/Mr S. Latta for further information or if you want to opt out of this arrangement.

Parental photography at school events
Due to privacy issues surrounding some children in school, we only permit parents/carers to take photographs at the end of school events to avoid any data breaches and to keep all children safe. The headteacher or designated staff member will remind all parents of the privacy issues at the beginning of an event and we ask all parents/carers to sign an e-safety agreement every year to confirm that they will post not images other than of their own child to social media.

If a parent/carer is found to be deliberately ignoring privacy notices issued by the school, we will ban them from future events to prevent this from happening again. If they are found to be using these images/videos on social media, the posts will be reported to the provider and they will again be banned from attending event in the future.

Data sharing
We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police. It may also be necessary for us to share this data with health professionals or the NHS e.g. health visitors, school nurse, professionals conducting height and weight assessments etc. We do not transfer personal data to countries outside the European Economic Area.

Parents and pupils' rights regarding personal data
Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to moorsideprimary@durhamlearning.net or newbrancepeth@durhamlearning.net . The school will respond to requests made within a 15 school-day timescale.

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 16), or where the child has provided consent.
Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:
- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

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

Please note that we may not be able to share all information as this cannot be released where there is risk of significant harm to pupils, staff or families.
Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:
- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints
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 officer.
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

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Mrs C. Robson (Data Protection Officer)
- Moorside Primary School, Chester Road, Consett, County Durham, DH8 8EQ, Tel: 01207 509724.
- New Brancepeth Primary School, Rock Terrace, New Brancepeth, County Durham, DH7 7EQ, Tel: 0191 3730736

How Government uses your data
The pupil data that we lawfully share with the 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 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)

Data collection requirements
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 https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)
Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).
The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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

Sharing by the Department
The law allows the Department to share pupils' personal data with certain third parties, including:
- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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/dfe-external-data-shares
To contact DfE: https://www.gov.uk/contact-dfe