

Manor Primary School

Privacy Notice

Academic Year 2017-18

Organisations with which we share data

Manor Primary School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as Ofsted or the Department of Health (DH). All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, for example, the assessment of any special educational needs the child may have and careers advice. 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.

www.staffordshire.gov.uk/education/yourdata

Information Governance Unit, Staffordshire County Council, St Chad's Place Stafford, ST16 2LR.

The **Qualifications and Curriculum Development Agency (QCDA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute 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 QCDA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

www.qcda.gov.uk

Data Protection Officer, Qualifications and Curriculum Development Agency,
53-55 Butts Road, Earlsdon Park, Coventry CV1 3BH

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.

www.ofsted.gov.uk

Data Protection Officer, Aviation House, 125 Kingsway, London WC2B 6SE;

South Staffordshire and Shropshire Healthcare NHS Foundation Trust use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the Trusts to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. SSSH NHS FT may also provide individual schools and LAs with aggregate information on pupils' height and weight. They also provide the school nurse service.

www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx

Where appropriate we will send to relevant National Health Service personnel (eg - School Nurses, the NHS Informatics Team) information on individual pupils changing school (or address) to ensure continuity of health care.

The **Department of Health (DH)** uses aggregate 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. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

www.dh.gov.uk

Data Protection Officer at Skipton House 80 London Road London SE1 6LH;

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 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 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. 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. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

www.DfE.gov.uk

Data Protection Officer, DfE, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

SEND: At Manor we have to work closely with a number of outside agencies. At present those agencies are autism outreach, school nurse service, child and adult mental health services, midlands psychology, NHS speech and language, occupational therapists, SENSS support services and NHS medical specialists. We share information with these services in order to arrange ongoing support, achieve diagnosis, refer for alternative support, access and education health and care plan or at the request of parents. Information is only shared with these services once parental consent has been given and the correct paperwork has been filled in. All agencies are reminded of the confidentiality of such information before every meeting.

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 you /your child, then please contact the relevant organisation in writing.

Other Organisations we work with: As a school we access the resources, skills and expertise of various companies to support our provision. Some information may be shared with the following:

- **Progressive Sports:** This company provide coaches to run after school clubs and support PE in school. Parents complete letters with relevant information and return these to Progressive Sports. Manor Primary will keep coaches informed about the children attending the clubs in terms of medical needs and other relevant information.
- **Magical Maths:** This company provide an after school maths club. Again, parents complete the letters and return them to Magical Maths. School will share relevant information about children attending the clubs with staff who run the clubs.
- **Krafty Kids:** An after school club run by the local church. Relevant information about children might be shared with staff running the club.
- **Chartwell:** This company provide our catering and kitchen staff are employed by them. Relevant information about children such as allergies will be shared.
- **Education City:** This is an online resource to support learning. Children's information is entered such as name, age and class. The children complete activities and tests on the site and this data is held by Education City. This can be accessed by teaching staff and parents using the individual child's login.

- **SIMS:** This is a database used by school to store all of the personal information about our children and staff. It includes data such as contact information, attainment, behaviour logs, communication logs as well as information on attendance, ethnicity, sex, language, mobility, SEND and Pupil Premium. The information is used by school staff.
- **Educater:** This is the school's online tracking and assessment system. Data is held on the system and teaching staff have access to it. This system also links with SIMS to feed in information about vulnerable groups and end of Key stage attainment to allow analysis of the school's performance.
- **Phenix Digital:** This company host our school website. The website has public non-confidential information about the school and may contain authorised images of children and information about staff and governors.
- **REN Learning:** This company provide us with Accelerated Reader. This site contains information about the children's ages and the children take reading tests on the site. The resulting attainment and progress data is held on the site for teaching staff to access.
- **Phonics Tracker:** This online site is used to track pupils up to Year 2 on their attainment in phonics. This information is accessed by teaching staff.
- **Entrust:** Entrust provide a range of services to school such as music tuition and school improvement advice commissioned by the school or the Local Authority. School data may be made available to Entrust by the LA or by the school but only in a way that individuals cannot be identified. Staff from Entrust who work in school such as music teachers will be informed about medical or behavioural conditions for instance for children in their care.
- **Creative Outdoor Learning:** This company has provided our Forest School provision and will be informed about children with whom they are working.