



Cheshire West  
and Chester

## Privacy Notice

Pupils, Parents and Guardians

Tarvin Primary School



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and Chester

## **PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS**

Everyone has the right to have their personal information kept confidential and this includes the children, families and staff of Tarvin Primary School. The school is committed to protecting their privacy. These rights are part of the new law, the General Data Protection Regulation issued by the Government in 2018.

### **Who Will Own My Data Once I Submit It?**

TARVIN PRIMARY SCHOOL

### **Why Do You Need My Information?**

We use the pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- analyse current procedures and systems

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, photographs, parental names, contact names, addresses and telephone numbers) – School Information Management System (**SIMS**)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility) – SIMS
- special educational needs (including the needs and ranking ) - SIMS
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements) – SIMS and school office documents
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended) - SIMS
- pupil information in respect of school meals – SIMS, School Money System and School Office Documents
- Printed Data Collection Sheets from SIMS – Held in file in school office
- parental information and pupil medical information and permission slips with regards to school trips and school activities – School Office Computer & Documents
- pupil information in respect of those children eligible for free school meals – School Office Computer & Documents
- pupil information regarding children eligible through the Government Pupil Premium Scheme – School Office Computer and documents
- pupil and guardian information in respect of the school online payment/text/email system – School Money/Teachers to Parents (Eduspot)

- safeguarding information (such as court orders and professional involvement) – CPOMS Software package (Safeguarding Software) - Used by all staff, contains confidential information and names of children
- behavioural information (such as exclusions and any relevant alternative provision put in place) –SIMS, Office Computer & Documents and CPOMS – Child’s name
- DOJO – Behaviour Management System – Rewards Points System – all classes. Child’s first name
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results) – Teachers’ Computers and documents
- pupil and parental information regarding School Money, the online payment system. This would include name, mobile number and email
- Class Lists/Club Lists – School Office Computer & Teacher Laptops
- Sport Event Lists – Held in school office and then destroyed after event.
- Doodle Maths – Online Maths Programme – Child’s Name
- Spellodrome – Homework Programme – Whole School – Child’s name
- Athletics – Homework Programme for KS2 – Child’s name and staff names and emails
- Dynamo – Maths Programme for Special Needs Education– Child’s name and date of birth
- IDL – English Intervention Programme – Special Needs Education re Dyslexia – Reading and Spelling – Child’s name and date of birth
- G L Assessment – Dyslexia Screening Programme – Name of child and date of birth
- Tapestry – Home School Online Learning Journal for Early Years – Names and pictures/videos of children . Covers assessment also. Contains also parental emails Joint tool with parents who have signed a permission form for this.
- Seesaw – I Pad app which can also be accessed on teacher laptops. Tool for children to login themselves to share their experiences and achievements at school. Child’s first name only.
- Teach Your Monster to Read – Early Years software – Child’s first name only
- Drop Box used by teachers and this meets GDPR regulations.
- GL Assessment
- Office Computers and Headteacher Computer – contains access to SIMS – not accessible elsewhere in school. – Password protected
- Emails – School Office – access to encrypted password messages where necessary (EGRESS)
- Evolve – Cheshire West School Visits and Residential Package – Only basic details -
- Registers of classes can be added (Full names)
- Form C – permission for visits – completed by parents and destroyed after visit.

- Admission Forms – completed by parents/guardians – contain all information about child – Held in pupil files in locked cabinet. Admission forms held for 3 yrs after the child leaves Tarvin School
- PRIME – Cheshire West Incident Reporting Package (for accidents etc requiring hospital treatment) – Full details of incident and child’s name, address, date of birth and parent contact information provided.
- Supply Teacher File – For use when supply teacher needed in the classroom. Contains class list of name, some pictures, club lists – Held securely
- Teacher Laptops – containing class names, assessments, planning etc – covered by password and encryption
- School Spider - School Website - no children’s names on website, pictures are only when permission has been received
- Twitter & Facebook – Pictures of children where permission has been given
- Tempest Photography – School Photographs of children and information re parents provided by parents on order forms. – Privacy Notice obtained from Tempest. Parental choice for photographs.
- Photographs of Children with Medical Needs/Allergies – Held in PPA area – accessible by school staff only and in School Kitchen accessible by staff only
- School Sign In – app for visitor/staff sign in and out – Information not held when sign out completed
- SAM – Cheshire West and School’s Admission Module – contains names, addresses, parental information about children applying for places at Tarvin School
- Fixed Penalty Notices – Notices issued by Cheshire West & Chester Council re holidays in term time. Information shared by school includes: Name and date of birth of pupil, name of parents, addresses, attendance information and any other relevant family information.
- Absence in Term Time – Registers held with names of pupils and dates of absence.
- Medication Request Forms – completed by parents with name address and medication. Forms archived when medication course completed. (Destroyed when child leaves Tarvin Primary School)

### **Keeping Your Information Private**

The school will make every effort to maintain privacy around information held. All paper records are stored in a lockable cabinet and all computer systems are password protected. Teacher laptops have the correct level of encryption.

We will endeavour to make sure that no data is lost, stolen, altered or deleted or inappropriately or seen by people without the correct permissions.

## **What Allows You To Use My Information?**

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

## **Who Will My Information Be Shared With?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Other Companies whose software is used for the education of your child (See above)

We occasionally share pupil information with:

- health agencies
- law enforcement agencies

## **Companies used by school for Education Packages.**

These companies have provided the school with their relevant Privacy Policies and do not divulge any information to third parties unless the law either requires or allows us to do so.

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 the [Department for Education's website](#).

We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census and Early Years' census. Some of this information is then stored in the National Pupil Database.

Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

### **How Long Will You Keep This Data For And Why?**

We hold pupil data for up to 25 years from date of birth.

### **How Will My Information Be Stored?**

- Information is held electronically on the SIMS (Capita) system
- Paper copies are kept in locked cupboards/cabinets with limited access
- Student contact detail files, monitored by school office staff during the day and locked in a cabinet overnight
- Club details and names held securely in the school office
- Pupil Record files in locked cabinets

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Lead, Mr Andrew Davies. You will then be required to complete an SAR (Subject Access Request Form) for the school to provide you with copies of any personal data held about you or your child. The SAR can be found on the website included in the Rights of Access Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

### **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- Mr Andrew Davies (Headteacher) or Mrs Jan Lawrence (School Business Manager)
- [head@tarvin.cheshire.sch.uk](mailto:head@tarvin.cheshire.sch.uk) or [admin@tarvin.cheshire.sch.uk](mailto:admin@tarvin.cheshire.sch.uk)
- 01829 740399

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer  
Cheshire West and Chester Council,  
HQ, 58 Nicholas Street,  
Chester,  
CH1 2NP
- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](https://ico.org.uk/)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

### **Will This Information Be Used To Take Automated Decisions About Me?**

No

### **Will My Data Be Transferred Abroad and Why?**

No