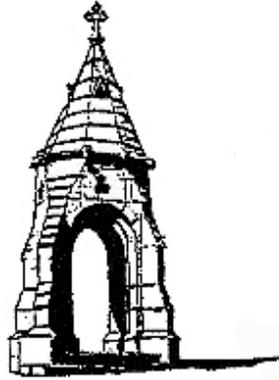


Telephone 01246 413145
Facsimile 01246 291226

e-mail: info@dronfield-jun.derbyshire.sch.uk

www.dronfield-jun.derbyshire.sch.uk



**Headteacher
Mrs N Thomson**

**Dronfield Junior School
School Lane
Dronfield
Derbyshire
S18 1RY**

17 May 2018

Dear Parent/Carer

As a school, Data Protection is something we take very seriously. In the UK, most of the rules on this subject are contained within the 1998 Data Protection Act. However, since the Data Protection Act was passed, we have entered the 'digital era' where we have seen the launch of Google, Facebook, Twitter and many other applications which have changed and will continue to change the world of personal data.

So, on 25 May 2018, The General Data Protection Regulation (GDPR) will be enforced and this is legislation which both strengthens, and unifies, Data Protection for individuals. This will go a significant way to ensuring that personal data is not being accessed by, or shared with, people who should not be able to view it.

In summary, the purpose of this letter is as follows:

- To inform you who our Data Controllers and Data Processors are
- To advise you of the sort of data we collect
- To notify you how we share your information
- To confirm the rights you have
- To let you know how you can obtain further information

We want to ensure that you are familiar with the changing legislation and are aware of how we are seeking to comply with it.

As you are aware, schools are required to hold data about all of their pupils. This is necessary so that we can meet our statutory obligations with the Local Authority, Department for Education and other key stakeholders. Most of this information is supplied by you and reviewed at least annually by you when we complete our annual Data Checking exercise.

GDPR provides a very strict framework within which those who control and process data must operate. Breaches of this framework can result in very significant fines. Of equal importance is that it also gives rights to those for whom we hold data about how this is used, stored and shared. There is certainly a lot of information to digest. Hopefully summarising the key aspects under relevant headings will make this easier.

GDPR outlines responsibilities for Data Controllers and Data Processors. Who are these people in our school?

Dronfield Junior School is the overall Data Controller of the personal data you provide to us. This means that they decide the purpose for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

The role of the Data Protection Officer is to oversee and monitor the school's Data Protection procedures and to ensure they are compliant with GDPR. The Data Protection Officer for our school is Ms M Donnelly and she can be contacted at enquiries@dronfield-inf.derbyshire.sch.uk

Within our school, Karen Myers and Nicola Thomson are the Data Controllers. They can be contacted by telephone (01246 413145) or email kmyers@dronfield-jun.derbyshire.sch.uk or info@dronfield-jun.derbyshire.sch.uk

Data Processors are people, or organisations, that process the personal data on behalf of the controller. Examples in our school include our Management Information System provider, our school photographer and our cashless catering provider (Parent Pay). We collect, and hold, personal information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE).

In any school, there are very few occasions where we would need to approach you for your consent to process (share) your data as most of what we do falls under the heading of 'public interest' as school is a public body. Public interest essentially means that it is in the public interest to operate our school and educate our children. So, we use data for:

- delivering our curriculum and supporting our children's learning
- monitoring and reporting on their progress
- providing appropriate pastoral care
- assessing the quality of our services
- protecting public monies against fraud
- contacting you in the event of an emergency
- our termly census returns which inform school funding allocations.

What sort of data is collected?

The categories of pupil information that the school collects, holds and shares includes:

- Personal information e.g. name, gender, date of birth, address
- Characteristics e.g. ethnicity, language, nationality, country of birth, entitlement to free school meals
- Attendance information e.g. the number of absences and the reasons for them
- Assessment information e.g. national curriculum assessment results (SATs) and teacher assessments
- Relevant medical information e.g. asthma, allergies and other confirmed medical conditions
- Special Educational Needs and Disability (SEND) information (where appropriate)
- Behavioural information e.g. exclusions
- Accident/Incident information e.g. where First Aid has been administered
- Equality information e.g. incidents of racism, bullying

Whilst the majority of personal data you provide to school is mandatory, some is provided on a voluntary basis. When we are collecting data we will inform you whether you are required to provide this data or whether your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons the data is being collected and how it will be used. A recent example here relates to the Flu Vaccinations administered by the School Immunisation Team.

To ensure your child's information is kept safe, we have the following controls / limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems / locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the period agreed in our school's Record Retention and Schedule, after which it will be destroyed
- the information will be held, used and shared in accordance with the Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR).

Our school's Record Management Schedule can be found on our school website under the policies tab: www.dronfield-jun.derbyshire.sch.uk/policies.php

How long is your data stored for?

GDPR states that schools should not store personal data indefinitely and that unless there is a legitimate reason to keep it e.g. a legal requirement, it should only be stored for as long as it is necessary to complete the task for which it was originally intended. Once it is no longer needed it will be securely erased. Our school's Records Management Policy can be found on our school website under the policies tab.

Will my information be shared?

All schools are required to share pupils' data with the Department for Education. The best examples of this are our termly census returns where we provide detailed information about our school, its staff and pupils so that a national picture can be obtained of all schools across the country. Similarly we share information with the Local Authority and the School Health Team

(Part of the NHS). Examples here include applications for free school meals and information about children who are new to school so that they do not become 'lost' in the healthcare system.

The Department for Education (DfE) manages the National Pupil Database (NPD) and this contains information about pupils in school in England. We are required by law to provide information about our pupils and some of this then stored on the NPD. In an endeavor to promote the education or well being of children, they may share this information with third parties to:

- Conduct research or analysis
- Produce statistics
- Provide information, advice and guidance

It is important to stress at this point that the Department for Education has robust processes in place to ensure confidentiality of any data shared from the NPD is maintained.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

We will not share your personal information with any third parties without your consent, unless the law and our policies requires us to do so. The school routinely shares pupils' information with:

- Destination schools when pupils leave us
- The Local Authority
- The Department for Education
- ParentPay
- The NHS

The information we share with these parties includes:

- Pupil record files containing annual reports and attendance information
- Electronic data including personal information, SEND information, assessment and attendance information
- Mobile phone numbers and email addresses of parents, carers and other named contacts

If you need more information about how our Local Authority and / or DfE collect and use your information, please visit:

- Our Local Authority at <http://www.derbyshire.gov.uk/privacynotices> or
- the DfE website at <https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>

When you give your consent for your child's information to be held and / or shared for any purpose you can withdraw that consent at any time by contacting: kmyers@dronfield-jun.derbyshire.sch.uk

If you are unable to access these websites, please contact:

For Derbyshire County Council:

Information Governance Officer
Children's Services Department,
Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk>
Telephone: 0370 000 2288

What are your rights?

Parents and pupils have the following rights under GDPR:

- The right to be informed – this means that we must tell you that we are using your data, why and for what purpose.
- The right of access – this means that you are allowed to request to see the data in relation to you that we are processing.
- The right of rectification – this means that if your data is incorrect, we have to correct it.
- The right to erasure – you can request that we erase all data relating to you that we hold. This applies only when the personal data supplied is no longer necessary for the purpose for which it was collected. So, in essence this means that we cannot erase information relating to a pupil who is still attending our school.
- The right to restrict processing – you can request that we stop using your data unless we have a legitimate legal basis for continuing to do so.
- The right to data portability. This means that you can obtain and re-use your personal data for your own purposes across different services.
- The right to object – this means that you can request us to stop using your data unless we have an overriding legitimate reason to continue
- Rights in relation to automated decision making or profiling – this means that you can request that automated decisions made about you are made by a human.

Please contact Karen Myers or Nicola Thomson at kmyers@dronfield-jun.derbyshire.sch.uk or info@dronfield-jun.derbyshire.sch.uk if you wish to:

- Access any records we hold about your child
- Have any information we hold about your child corrected
- Have any information we hold about your child erased
- Restrict how information we hold about your child can be used or shared
- Object to information about your child being held
- Have any information we hold about your child transferred to a third party

Are you concerned or would you like more information?

If you have a concern or complaint about the way our school is collecting, using, storing or sharing your personal data then please contact: Mrs Myers or Mrs Thomson at school or by email at kmyers@dronfield-jun.derbyshire.sch.uk or info@dronfield-jun.derbyshire.sch.uk

If, however, you are dissatisfied with our response to your concerns, you can, of course, contact the:

Information Commissioner's Office (ICO)*

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number - Monday to Friday 9am-5pm

Fax: 01625 524510

Website: <https://ico.org.uk/concerns/>

Email registration@ico.org.uk

*The Information Commissioners Office deals with concerns and complaints related to data protection and freedom of information legislation.

Yours sincerely



Mrs N Thomson
Headteacher