



## TEES VALLEY EDUCATION

### **PENNYMAN PRIMARY ACADEMY** PRIVACY NOTICE FOR PUPILS AND PARENTS DATA

MAY 2018

#### **Who are we?**

We, **Tees Valley Education**, **Pennyman Primary Academy** are a Data Controller for the purposes of the Data Protection Act 2018. We collect information from you and may receive information about you from your previous school and the [Learning Records Service](#).

#### **Why is information collected?**

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Assess the quality of our service,
- Safeguard children and young people from harm,

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Next of Kin information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special education needs information
- Exclusions
- Behavioural information

#### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- To contact and communicate with the parent (next of kin)

- to comply with the law regarding data sharing
- Safeguard pupils,
- Assess how well schools are doing.

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data for **the duration of the child attending the primary school**<sup>1</sup>

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- local authority of where the academy is situated
- the Department for Education (DfE)
- Medical team

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Tees Valley Education, **Pennyman Primary Academy** have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share

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<sup>1</sup> The file should follow the pupil when he/she leaves the primary school. This will include: to another primary school; to a secondary school; to a pupil referral unit, If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.  
If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.

information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

### **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>.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Head Teacher.

You also have the right to:

- be informed
- access
- rectification
- erasure
- restrict processing
- data portability
- object

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mrs K Barkley  
Head Teacher  
Pennyman Primary Academy  
Fulbeck Road  
Middlesbrough  
TS3 0QS

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