

# TRANMERE PARK PRIMARY SCHOOL

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## PRIVACY NOTICE

**Adoption Date: FEBRUARY 2019**

**Updated Date: APRIL 2020**

*Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Introduction**

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

## **Why do we collect data?**

We collect and use pupil data to:

- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Monitor our effectiveness
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Keep pupils, parents and carers informed about school events and school news

## **Our Legal Obligations**

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school. Counselling services, careers services, occupational therapists are the type of people we will share Information with, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

## **How we use the data**

In school we also use various third-party tools to make sure that pupils' best interests are advanced.

- We record details about progress, attainment and pupil development to support future planning and learning.
- We use software to track progress and attainment.
- We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.
- We use systems to take electronic payments, including for school meals, materials, school trips and visits.

- We use financial software to manage school budgets, which may include some pupil data.
- Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.
- We may use consultants, experts and other advisors and educators to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.
- We also use contact information to keep pupils, parents, carers up to date about school events and fundraising activities

### **What type of data is collected?**

The DfE and government require us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

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

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information and social care
- Information relating to SEND and health needs
- Behavioural information – e.g. number of temporary exclusions
- CCTV, photos and video recordings of you are also personal information.

We are required by law, to provide information about our pupils to the DfE 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. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

To contact DfE:

<https://www.gov.uk/contact-dfe>

### **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 Mark Howorth, School Business Manager in school or in his absence contact Richard Lewis-Ogden, Data Protection Officer.

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 direct marketing

- object to decisions being taken by automated means in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 or directly to the Information Commissioner's Office at

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

### **More information about Data Protection and Our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, and connected policies, which are also available on our website. If you feel that data about your child is not accurate, or no longer needed please contact the school's office on 01943 875050 or by email to [secretary@tranmerepark.leeds.sch.uk](mailto:secretary@tranmerepark.leeds.sch.uk)

Our complaints policy explains what to do if there is a dispute.

### **Contact**

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

Mark Howorth (School Business Manager)  
[secretary@tranmerepark.leeds.sch.uk](mailto:secretary@tranmerepark.leeds.sch.uk)  
01943 875050

Richard Lewis-Ogden (Data Protection Officer)  
[dataprotection@carrmanor.org.uk](mailto:dataprotection@carrmanor.org.uk)  
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