

Headteacher Mr T Naylor
Deputy Headteacher Mrs A E Naylor
Assistant Headteacher Mrs S Lamph

Blakehall
Skelmersdale
WN8 9AZ

01695 558560
head@sfoa.lancs.sch.uk



General Data Protection Regulation (GDPR)

You may have seen in the news that The Data Protection Act 1998 has been replaced on 25th May 2018 by the *General Data Protection Regulation (GDPR)*. There are significant changes which will impact on data handling and information management in schools. This is information that we have now to pass on to you legally in relation to what we collect, hold and share in school.

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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions

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 comply with the law regarding data sharing
- to safeguard pupils

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the *General Data Protection Regulation (GDPR)*. The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

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 5 years after they have left the school.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- Lancashire County Council
- the Department for Education (DfE)
- NHS/school nurse
- Children's Social Care (if required)

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) as part of statutory data collections such as the school census and early years' census. This data sharing underpins school funding and educational attainment policy and monitoring.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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 Miss Jane Rimmer in the school office.

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, we request that you raise your concern with us in the first instance.

Headteacher Mr T Naylor
Deputy Headteacher Mrs A E Naylor
Assistant Headteacher Mrs S Lamph

Blakehall
Skelmersdale
WN8 9AZ

01695 558560
head@sfoa.lancs.sch.uk



General Data Protection Regulation (GDPR)

Child's Name:.....

Class:.....

I give permission to use photographs of my child in any newspaper publication, school website or school social media page **YES / NO**

Signed _____ Parent/Guardian Date _____