

Data

A Parent's Guide To GDPR



What is the GDPR?

The GDPR is the '**General Data Protection Register**'

It supersedes the Data Protection Act.

It comes into effect on the 25th May 2018.

ANY organisation that holds data will need to comply.

September 2023

A Parent's Introduction to School Data Collection

We are required to consider

- What data we need from you
- Why we need it
- What we will do with it
- Where it will be stored
- Who we may share it with and the reasons why
- How we will dispose of data
- How long we will keep it

We are also required to tell you how you can view data, request changes or deletions and what we will do in case of data breaches.

As a school, we require some essential data from you as parents and/or carers.

These data may be routine e.g. address, medical conditions, contact details.

These data are not only legally required by school but also ensures that children and families are well served by the school for routine matters.

In most cases, data are provided in written form by you and processed by school via the school information management systems (SIMS).

Our systems are already

- **PASSWORD PROTECTED**
- **RESTRICTED TO THOSE WHO NEED TO KNOW**
- **REGULARLY BACKED UP EXTERNALLY**
- **MANAGED IN ACCORDANCE WITH THE LAW AND LOCAL GUIDANCE**

However, we handle and use a much wider variety of data which includes test results, referrals to Social Care, Special Education Needs and Disability Department and much more.

Please see the appendix for a more detailed breakdown of the categories of data that we process.

Sharing your data

We will always endeavour to tell you what we are doing with your data. Occasionally, we may be required to pass on data to other professionals/agencies.

This may be in response to

- A requirement from a court of law
- A social care referral
- At the request of the police in connection to a crime

Time scales on occasion may limit our ability to notify you.

Data Protection Officers for both schools have been appointed:

Data Protection Officers are

- Rachael Binns for Coit Primary
- Giselle Rodrigo for Ecclesfield Primary

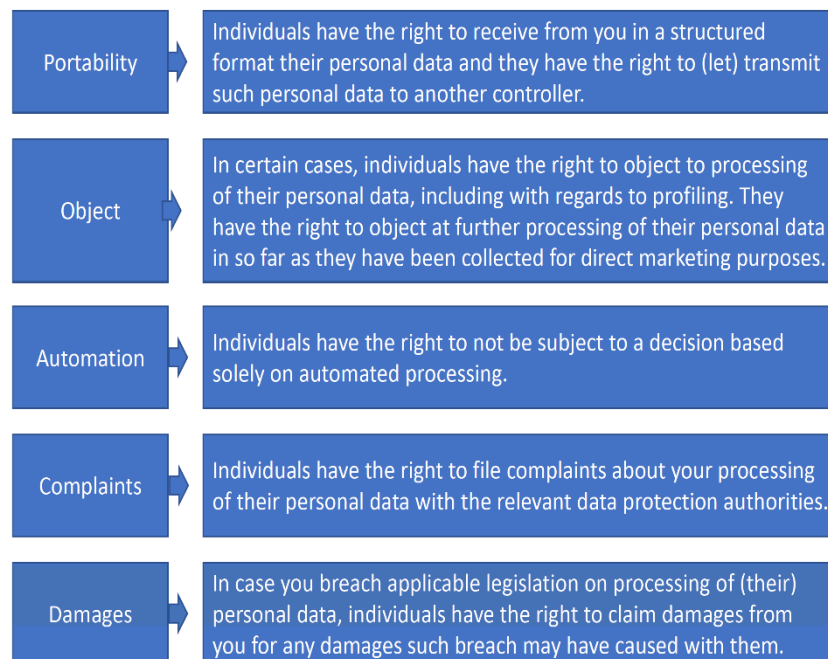
Data protection officers are responsible for compliance as are Senior Leaders and Governors.

You have 9 rights in relation to the data we hold

The 9 Rights

The GDPR outlines nine 'rights' that permeate the legislation. These are :

Access	→	Individuals have the right to obtain from you confirmation as to whether or not personal data concerning them is being processed, and, where that is the case, access to that personal data.
Rectification	→	Individuals have the right to obtain from you the rectification of inaccurate personal data and the right to provide additional personal data to complete any incomplete personal data.
Erasure	→	In certain cases, individuals have the right to obtain from you the erasure of their personal data.
Processing	→	Individuals have the right to obtain from you restriction of processing, applicable for a certain period and/or for certain situations.



How have Coit and Ecclesfield Primary Schools Implemented GDPR?

- Data Protection Officers for both schools have been appointed.
- Data Protection Officers have been chosen from each school and work across the opposite school in this role.

Hannah Travers (Head of School at Ecclesfield) is Data Protection Officer for Coit Primary.
Giselle Rodrigo (Head of School at Coit) is Data Protection Officer for Ecclesfield Primary.

- Data scoping exercises were carried out so that both schools have identified and collated all school data sources including those held by third party providers.
- Third party providers contacted to ensure that they are GDPR compliant.
- Both schools have identified a management structure, support and direction for data protection compliance within a framework of policies and procedures.

Data we hold in general, broadly falls into the following categories

- Registration/Admissions Data
- Behaviour data including fixed and permanent exclusions
- Attendance data including punctuality data
- Tests and Assessment data-statutory and internal assessment data
- Safeguarding data
- Medical data
- SEND (Special Educational Needs and Disability) data
- Legal data

Please look at the appendix for a more detailed breakdown of the categories of data we hold.

- New F2 parents will receive this documentation explaining GDPR in the Summer term before their child starts.
- Parents of any new children starting in year or other years groups (Y1-Y6) will receive a booklet on admission to school
- School will need to request that all parents acknowledge that they are happy with the arrangements in each section. (see example table below)

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?

- Our policies will be reviewed to show that we are GDPR compliant
- Privacy Impact Statement documents for parents will be displayed on the school's website.

Subject Access Requests (SARs)

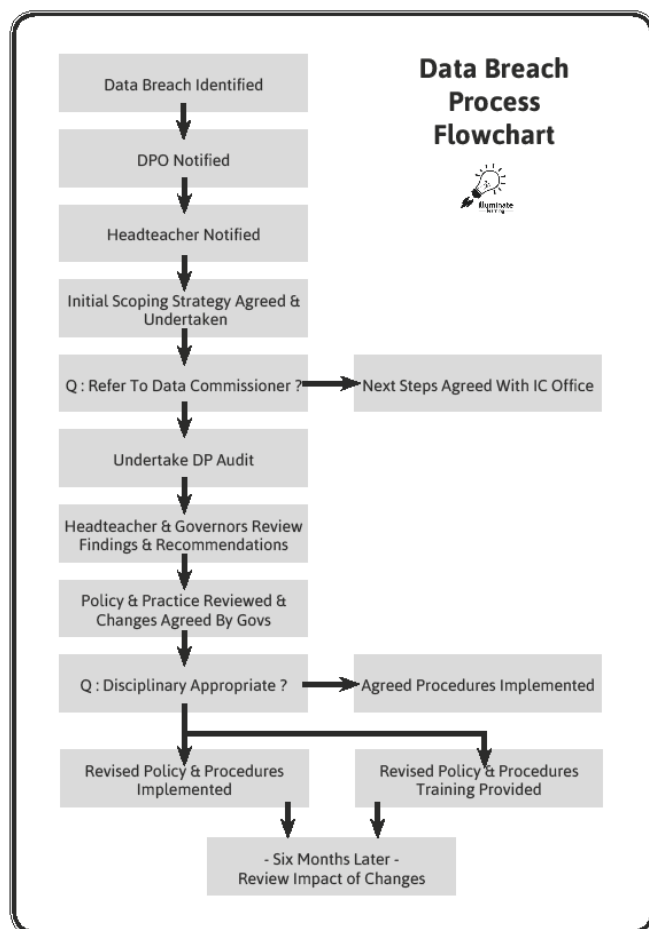
The poster on page 3 explains the Nine rights in relation to our schools' management of your child's data and the links below are the forms which detail the procedures to request access to data that the schools hold. There are 3 forms in total which will be completed in the event of a SAR.

Data Protection Audits (DPAs)

DPAs will be led by the Data Protection Officers alongside governors annually.

Data Breaches

The Data Protection Policy details a procedure for dealing with data breaches.



Please do not hesitate to contact either school should you have any queries in relation to GDPR implementation.

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Parental Data Form

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where the school holds these data, who will access it, how long we keep it for and when school will delete / destroy it. This relates to any data school holds – whether on paper or on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to hold. In each section, we have outlined what we are keeping, where it is kept and what we do with it. We require you as a

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parent to read then sign underneath each section. By doing so, you are acknowledging that you are happy with these arrangements.

Please note: we will endeavour to inform you in a timely manner of any changes.

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration / Admissions Data	Name D.O.B. Address Contact details Family details Medical Issues Parental Details Care Plans Ethnicity/ Cultural Information Legal documentation Health and Safety documents Involvement of other agencies	Legally required to for admission to School Well-being of your child Communication	Teachers Teaching Assistants Admin where necessary	Initially Completed on Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held on file throughout child's time at school Passed onto a new school when moving Computer systems retains copies of Records in 'Archive' Information shared with other agencies as needed including Public Health England, Department for Education Social Care Multi-Agency Support Team, Attendance and Inclusion Teams

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ *(person with parental responsibility)*

Tests and Assessment Data					
What?	Probable Content	Why?	Who?	Where?	When?

Statutory Assessments Internal Assessments & Tests Non-Verbal Reasoning tests	Foundation Stage	Legally required to provide some data to the Department for Education Sheffield City Council	Teachers Teaching Assistants Admin where necessary	Data for the DfE is electronically held	Held on file throughout child's time at school
	Phonics Testing (Y1)			Teachers own test results are held in their Assessment Files (Paper/ Electronic)	Relevant data is passed onto new school when moving
	Phonics Testing (Y2)				
	Key Stage 1 (Y2)	To Identify Strengths and Weaknesses, so teaching is appropriately differentiated and targeted			Computer Retains Copy of Records in 'Archive'
	Key Stage 2 (Y6)				
	Y4 MTC				
	Weekly /half termly/termly Assessments				
	Reading Age assessment				

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

Medical/First Aid Data					
What?	Probable Content	Why?	Who?	Where?	When?

Medical information in Care Plans First Aid Tracker computer system	Care Plans First Aid Tracker information Health and Safety Form RIDDOR Form <i>CV infections*</i>	To record details of any injuries so further investigations can be undertaken where necessary	Teachers Teaching Assistants Admin where necessary	School's First Aid system Electronic Copies/Paper copies kept in H&S file in the school office	Held on file throughout child's time at school Relevant data is passed onto a new school when moving Computer Retains Copy of Records in 'Archive'
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☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

SEND (Special Educational Needs and Disability) Information

What?	Probable Content	Why?	Who?	Where?	When?
SEND records	Reports from a range of medical professionals and Educational professionals	To support your child's effective and appropriate Teaching and Learning Ongoing support for your child addressing recommendations from other professionals	Teachers Teaching Assistants Admin where necessary Locality A group of schools SENDCos Educational Psychologist Speech and Language Therapists Ryegate staff to support Neurodisability assessments ADHD assessments	Schools data base Any paper based information is stored in individual pupil files	Held on file throughout child's time at school Passed onto a new school when moving Computer retains copy of Records in 'Archive'

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ *(person with parental responsibility)*

Behaviour Records

What?	Probable Content	Why?	Who?	Where?	When?
Behaviour Records	Behaviour Incidents	Monitor reasons for poor behaviour/frequency Type and actions taken, support provided as necessary to improve behaviour	Teachers Teaching Assistants Admin where necessary	Web based system CPOMS all information shared with next school	Held on file throughout child's time at school Passed onto new school when moving
Fixed and Permanent Exclusions	Behaviour incidents	Record frequency and seriousness Information required for Governance Exclusion Panel for permanent exclusions or disciplinary hearings	Teachers Teaching Assistants Admin Where necessary	School information Management System + Web based system	Held on file throughout child's time at school Passed onto a new school when moving Computer Retains Copy of Records in 'Archive'

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

What?	Probable Content	Why?	Who?	Where?	When?
Safeguarding	Incidents Concerns raised by school staff/parents/Child Court orders Attendance records Social Care reports MAST reports Notes of meetings and actions taken Referral forms to Social Care Referral Forms to Multi assessment support teams (MAST) Referral forms to Senior Attendance Officer (LA)	Safeguarding your child Monitoring concerns Recording actions taken Information used to make referrals to Social Care as appropriate Referrals to MAST Referrals to CYT Referrals to LA Attendance Team Young Carers Referrals to other external agencies as necessary to support a child's well-being – emotionally or physically	Teachers TAs Admin where necessary	CPOMS all categories Any paper based information is stored in individual pupil files	Held on file throughout child's time at school Passed onto a new school when moving Web based system retains copy of Records in 'Archive'

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

CCTV (Possible Future Installations)

What?	Probable Content	Why?	Who?	Where?	When?
Video Recordings of School Playground and Entrances	All Visitors to the School	Security of Staff and Pupils Reduce Insurance Claims and Costs to the School	Headteacher Site Manager	The Recordings Are Held Electronically in the School, On The CCTV Master System	Recordings are Automatically Deleted Every Six Weeks

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

Electronic Signing in Systems					
What?	Probable Content	Why?	Who?	Where?	When?
Names of visitors and Times of entry to school including reason for visit	All Visitors to the School	Security of Staff and Pupils Health and Safety	Headteacher Site Manager	The Recordings Are Held Electronically in the School,	Data is held on the school systems

☐ I understand the purpose of these data and confirm that I am satisfied with the school's arrangement for managing it.

Signed: _____ (person with parental responsibility)

Additional Statement: *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website.*

Child's Name: _____

Useful Contact Information

Coit Primary

Email: enquiries@coit.sheffield.sch.uk

Telephone: 0114 2468710

Fax: 0114 2468710

Website: www.coitprimary.co.uk

Ecclesfield Primary

Email: enquiries@ecclesfield-pri.sheffield.sch.uk

Tel: 0114 2467396

Fax: 0114 2570854

Website: www.ecclesfieldprimary.co.uk