

Privacy Notice

for parents and carers

The Compass Partnership of Schools is a Data Controller as defined in the General Data Protection Regulations. We collect personal information about you and your child and may receive information about your child from third parties such as: your child's previous educational setting, Children's Services, Oxleas NHS Trust/other health care providers.

Why we collect and use this information:

- 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 processing and sharing
- To share data for statutory inspections and audit purposes

The lawful basis on which we process this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012

- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

The lawful bases for processing are set out in Article 6 and Article 9 of the GDPR. We ensure that at least one of these lawful bases apply before we collect and process yours or your child's personal information:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Vital interests:** the processing is necessary to protect your child's wellbeing.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Collecting this information

We collect pupil information via admission forms when your child first starts at the school, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Whilst the majority of 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.

We hold (on your behalf) additional contacts 3 & 4 that we may use in an emergency, should we be unable to contact either parent/carer.

From you about other people:

If you provide information on behalf of anyone else, then in doing so you are confirming that you have explained to them how their information may be used by us, and they have given you permission to do so. You will also contact us immediately if they no longer wish their data to be held by us or their data needs to be updated

The categories of pupil information we collect, and hold 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 days attended, number of absences and reasons for absence)
- Assessment information
- Relevant medical information
- Special educational needs information
- Behaviour and internal/external exclusion information
- Your name and contact details
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child, parental responsibility)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- 3rd and 4th contacts
- CCTV images captured in school (if used)

Storing this information

We will safely and securely store your and your child's personal information for a specified length of time (retention period). These retention periods are defined in our Data Protection Policy, available from our website (compass-partnership.uk). We will also inform you of the retention period when we ask you for the data.

Who do we share this information with?

We do not share information about you or your child with anyone without consent, unless the law and our policies allow us to do so.

We are required by law to pass some information about you and your child to the Department for Education (DfE) and we also engage external organisations in order to give your child the best possible pastoral provision. Please see the below table for further information:

Organisation	Data transferred	Lawful reason for transfer	Method of transfer
CPOMS	Pupil safeguarding Information	Public Task – for the pupils' well-being and safety	Secure, encrypted upload
Department for Education	Child details	Legal Obligation – Statutory data collections as described in section 114 of the Education Act 2005, section 537A of the Education Act 1996, section 83 of the Children Act 1989	Secure, encrypted upload
Google Classroom	Child details	Vital Interests – For children to access homework	Secure, encrypted passworded website
Harper Collins e-books	Child details	Vital Interests - For children to access our phonics programme Little Wandle	Secure, encrypted upload
Inventry	Child details	Vital Interests – For safeguarding, to allow children and staff to sign in and out of the building	Secure, encrypted upload
Link2ICT	Parent information	Vital interests: Free School Meals checking service	Secure, encrypted upload
Mime Consulting	Child details Pupil attainment tracking	Vital Interests - To monitor pupil attainment	Secure, encrypted upload and emails
My Child at School, Bromcom	Parent phone and email information	Vital interests – To allow Alderwood to send you information. To provide access for parental use	Secure, encrypted upload
MyConcern	Pupil safeguarding information	Vital Interests - To monitor safeguarding concerns about our children	Secure, encrypted upload

New schools, including those out of the local authority	Child details, safeguarding and attainment information	Legal Obligation & Vital Interests – To refer safeguarding concerns and attainment data	Secure, encrypted upload
Oxleas NHS Trust	Pupil medical and therapy information	Vital Interests - To allow the medical and therapy care of our children	Secure, encrypted emails
Provision Map	Pupil SEND planning and administration	Vital Interests - To monitor pupil attainment and progress	Secure, encrypted upload
Pupil Asset	Pupil behaviour and attainment tracking	Public task and vital interest – attainment data and to log and track behaviour patterns	Secure, encrypted upload
Rock Star Timetables	Child details	Vital Interests – To assist with homework	Secure, encrypted upload
Royal Borough of Greenwich	Pupil attainment, end of Key Stage and other data returns	Legal Obligation & Vital Interests – To refer safeguarding concerns and attainment data	Secure, encrypted upload and emails
Sinnott Learning Solutions Ltd	Pupil attainment tracking	Vital Interests - To monitor pupil attainment	Secure, encrypted upload
Tapestry EYFS Tracking System	EY Pupil attainment	Vital information: To monitor EY attainment	Secure, encrypted upload
Wonde	Transfer from MIS to other pupil tracking systems	Vital Interest – To ensure pupil records are updated and accurate	Secure, encrypted upload
Word Shark	Child Details	Vital Interests – For children to access learning	Secure, encrypted passworded website

We also routinely share information about your child with the NHS and other health and social services in order for them to protect the vital interests of your child.

We will also pass your child's records to their new school should they move to a new school or at the point of secondary transfer.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office at awcontact@alderwood.compassps.uk

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>.

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.

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 NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact: dpo@compassps.uk

You also have the right to:

- Obtain a copy of any data we hold about you or your child for your own purposes
- be informed about the collection and use of your personal data.
- object to processing of personal data that is

o processed based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)

- o for the purpose of direct marketing
- o processed for purposes of research and statistics
- in certain circumstances, have inaccurate or unnecessary personal data rectified, blocked, erased or destroyed, or to restrict the processing of this data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact: dpo@compassps.uk