



CPD Federation

Newsletter

Issue 2.

IMPORTANT INFORMATION: GENERAL DATA PROTECTION ACT

Privacy Notice—Information for parents/carers

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- to comply with the law regarding data sharing

This information will include their personal information, contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not share information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office.



THE DfE: We are required, by law, (section 3 of The Education (information about Individual Pupils) (England) Regulations 2013) to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.

The DfE may also share with third parties the pupil level personal data that we supply to them. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation (GDPR) (2018) and the Data Protection Act (2018).

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

WEBSITES:

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about pupils in schools in England. For information on which third party organizations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the DfE collect and use your information, please visit

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



ARE YOU WORRIED? DON'T BE!

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the school in the first instance. Please contact the Data Protection Officer at their respective schools:

Mr Paul Taylor
Data Protection Officer
Dersingham Primary School
Telephone: 020 8472 5588
Email: info@centralpark.newham.sch.uk

Mr Lando Du Plooy
Data Protection Officer
Central Park Primary School
Telephone: 020 8478 2133
Email: info@dersingham.newham.sch.uk

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you require any further guidance on information processing please contact the Local Authority or the Department of Education as detailed below:

London Borough of Newham
Newham Dockside
1000 Dockside Road
London
E16 2QU

Tel: 020 8430 2000
Website: www.newham.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Tel: 0370 000 2288
Website: www.education.gov.uk



KEEPING YOUR DATA SECURE

Schools have always been handling sensitive data, keeping it secure and only sharing with the organisations we have to. Some of the steps staff are taking to ensure we have full compliance with the new regulation are:

- Will not leave laptops or computers logged on when they leave their desk.
- Will not display pupil or staff **personal** data on walls.
- Will not keep paper or electronic personal data of pupils or staff in plain sight and will shred all paper personal data immediately after use.
- Will not email or communicate personal data of pupils or staff either in a general email, conversation, memo or as an attachment to third parties.
- Will not share your password or USB drives containing personal data with other members of staff.
- Will ensure that IT equipment has adequate password protection, encryption, antivirus or malware protection to ensure that third parties are not able to access personal data from them.
- Will not use USB sticks for saving data unless they are encrypted or password protected.