

Peak Tor Federation – Privacy Notice

Data Protection Act 2018 and General Data Protection Regulations (GDPR): How we use pupil information

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
- protect public monies against fraud

This information will include their 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.

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed. Our school's Record Retention and Schedule can be found here: <https://schoolsnet.derbyshire.gov.uk/site-elements/documents/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/school-guidelines-on-records-retention-periods.pdf>
- the information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting Mrs Grayson-Hall in the school office in person, by telephone on 01629 636301 or by email at enquiries.stanton@peaktorfederation.co.uk or speak to Mrs Wyer the Executive Headteacher.

Our Data Protection Officer is based at Derbyshire County Council and may be contacted via the school office at the above email address or telephone number.

You can also contact the Data Protection Officer if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected

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- have any information we hold about your son or daughter erased
- restrict how information we hold about your son or daughter can be used or shared
- object to information about your son or daughter being held
- have any information we hold about your son or daughter transferred to a third party
- challenge decisions relating to your son or daughter made using automated decision making and profiling

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

We routinely share pupil information with third party systems used to carry out day-to-day school processes. For example, and not limited to Arbor Education, ParentPay, Perspective Lite, Evolve, Primary Site and SAP.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

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.

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

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

For information on which third party organisations (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 our local authority and/or DfE collect and use your information, please visit:

our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or

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

If you are unable to access these websites, please contact:

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County
Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk>
Telephone: 0370 000 2288

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Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact Mrs Grayson-Hall in the school office in person, by telephone on 01629 636301 or by e mail at enquiries.stanton@peaktorfederation.co.uk or speak to Mrs Wyer the Executive Headteacher. You may prefer to contact the Data Protection Officer via the School Office.

If however you are dissatisfied with our response to your concerns you can of course contact the:
Information Commissioners Office*

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

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

* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.