
The Olive
Tree
Primary
School
Bolton

Privacy Notice
& Data
Protection

May 2018

How we use pupil information

Who processes your information?

The Olive Tree Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor, however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that The Olive Tree Primary School upholds are imposed on the processor.

Why do we collect and use your information?

The Olive Tree primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also received information regarding them from their previous school, local authority and/or the Department for Education (DfE). We collect and use this personal data to meet legal requirements and legitimate interests as set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used to:

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

What type of information is collected?

The categories of information the school collects, holds and shares includes the following:

- Personal Information – e.g. names, addresses and pupil numbers
- Characteristics – e.g. gender, ethnicity, language, nationality, country of birth, religious group, and free school eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Behavioural information – e.g. number of temporary exclusions
- Special Educational Needs & Disability information

- Relevant medical information

Whilst the majority of the data you provide to The Olive Tree Primary School is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is required. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is the data stored?

Personal data relating to pupils at The Olive Tree Primary School and their families is stored in line with the school's Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected.

Is the information shared?

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

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Olive Tree Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may also share pupil level personal data that we supply to them, with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice and/or guidance.

This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation and associated UK law.

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.bolton.gov.uk/website/pages/Pupilrecords.aspx> or

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

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- Pupils' destination upon leaving the school
- Bolton Council
- NHS
- DfE

If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office on 01204 322370 or admin@theolivetreeprimary.com

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Olive Tree Primary School uses your personal data.
- Request access to the personal data The Olive Tree Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no legal requirement or compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your personal data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way in which The Olive Tree Primary School and /or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday – Friday 9am-5pm.