



Consents for GDPR

The information below is in conjunction with our School Privacy Notice, which can be found at the end of this document, and is in line with the General Data Protection Regulations (May 2018) and the Data Protection Act of 1998.

<https://staples-road-primary-school.secure-primariesite.net/gdpr-1/>

Refreshing or withdrawing your consent

The consent you provide will last the lifetime of your child's education at Staples Road Primary School. Consent can be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for
- Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed.

If you would like to withdraw your consent, or amend the provisions for which consent has been provided, you must submit your request in writing to the School Office office@srps.efspt.org

Use of Personal Data

At Staples Road Primary School, we also need to store and use some information about you and your child. This includes sensitive information such as medical details, date of birth and ethnicity. We also hold contact details for yourself including your:

- Email address to enable us to send information from school to home about learning and activities taking place during the school day, the weekly newsletter, notices (such as illnesses in school), and for direct communication with you if we should need to discuss particular issues relating to your child. We will not pass on your email address to any other organisation without seeking your consent directly (i.e. for a child health referral).
- Telephone numbers to enable us to contact you in an emergency or if we need to speak with you regarding your child.

Email addresses and phone numbers are collected via a google form and stored on an MIS system known as Arbor.

Use of Digital Images

At Staples Road Primary School we sometimes take photographs or videos of pupils. To comply with the General Data Protection Regulations, we need parental permission to use photographs or recordings of any child. When posting images for external use, we will avoid using surnames. If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that full names are not given in the credits at the end of the film. Only images of pupils in suitable dress will be used. Digital images may be of individuals or groups and might be taken for a variety of reasons as follows:

Digital images for learning purposes

At Staples Road Primary School we use Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their

Seesaw journal. This is shared privately with you and other family members to view and comment on your child's work. We also use it to send messages to parents.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, video or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>

Seesaw is fully compliant with the requirements of GDPR. We need your consent for your child to use Seesaw. Only approved family members will be able to view your child's journal. Some pieces of work have more than one child tagged in them, and these will be able to be seen by the family members of the children who are tagged. Any work that only has your child tagged in, can only be seen by your family members.

Digital images for display

We may take photographs of children for display in classrooms, the hall and around the school: for example, to enhance the environment, to showcase what pupils do in our school, to show special activities or to congratulate our children. We may also use QR codes in displays of videos or audio recordings of children.

Digital images for the weekly newsletter

Occasionally we add photographs to the weekly newsletter, which is distributed to the whole school (i.e. every parent/guardian), to celebrate good news. The weekly newsletter is also uploaded onto our school website. The school's weekly newsletter sometimes refers to pupils who have achieved something or taken part in an activity.

Digital images for promotional purposes

On occasion we may like to use some photographs, video or audio clips on our website, social media feeds or for our publications, such as the school prospectus or school advertising leaflets that are distributed within the wider community, including our Trust's website and social media feeds. This may also include the local press e.g. newspapers and magazines.

Annual photographs

We require your permission for your child to be included on the annual class photograph and in individual photographs taken by a professional photographer each year.

Digital images taken during school performances

We are happy to allow parents and carers the use of cameras and to film video during school performances. However, we request that parents respect the privacy of other families and do not post images including other children taken at school events both in and out of school, without permission from other parents/carers.

The consents we will ask for through Arbor are:

Photos in School*

I provide consent for the school to take photos, video and audio of my child to use in school for educational purposes and for my child to upload photos, video and audio clips into their digital journal on Seesaw. (accessible by the other parents in the class only if their own child is tagged, via the Seesaw app).

School Newsletter and Website*

I provide consent for using images or videos of my child and to use their first name in the school newsletter and on the school or Trust website.

Newspaper and Social Media*

I provide consent for using images or videos of my child on social media, including Instagram and in the press eg. local newspaper (their name will not be used)

External School Photographer*

I provide consent for sharing my child's data with a school-appointed external photography company for official school images (individual photo and class photo). This includes their name and class.

Medical Consents

First Aid

Pupils will sometimes need first aid for minor injuries. In some circumstances it may be necessary to apply a plaster to a minor injury. First aid will be provided by a trained member of staff. If your child receives first aid that you need to know about, you will be notified by either a slip sent home or a phone call.

Whenever our children leave site they are always accompanied by a first aider. During a school trip there may be a time when the first aider has to make a decision about the welfare of your child.

Emergency Treatment

If we cannot contact you in an emergency and it is considered necessary to call an ambulance or transfer your child to a hospital, we require your consent to share information with the NHS.

The consents we will ask for through Arbor are:

Administer First Aid*

I provide consent for my child to receive first aid by a member of staff during any on-site or off-site activity.

Administer Plaster*

I provide consent for my child to have a plaster applied at school.

NHS*

I provide consent for the school to share relevant information about my child with the NHS and other health professionals if I cannot be contacted in an emergency.

Visits in the Local Environment

There will be occasions when teachers will take children in their class to look at the local area. Such walks will be in the close vicinity of the school, for example to the forest, along Staples Road or the High Road to look at local landmarks. The children will always be accompanied by adults and all visits would take place within the school day.

We will always request your consent specifically when children are going on trips further afield which require transport.

The consent we will ask for through Arbor is:

School Visit*

I provide consent for my child to go out into the local environment with members of school staff during the school day e.g. a walk in the local area, Loughton library, the forest

Online Safety

All pupils will have access to the school's computer facilities including the internet as an essential part of learning, as required by the National Curriculum. The school has an educationally filtered service, restricted access email and provides age appropriate teaching around internet use and online safety issues. Please see our Online Safety Policy which is available on request for further information.

We may occasionally show a film as a treat or during 'wet play' activities. We will only show films that have a U certificate.

The consents we will ask for through Arbor are:

Internet Access*

I provide consent for my child to use the internet, school email system and other ICT facilities at school.

U rated film*

I give permission for my child to watch a 'U' rated film during the school day.

Privacy Notice

(How we use student information)

Under data protection/General Data Protection Regulation (GDPR) law Staples Road Primary School has certain obligations as a data controller of personal information. This document is intended to make clear what information we hold, the purpose for us holding that information and our obligations in relation to it, and also make you aware of your rights as data subjects.

Please do not hesitate to contact us using the details at the bottom of this notice should you have any questions in relation to the information below.

The categories of pupil information that we collect, hold and share 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 sessions attended, number of absences and absence reasons including any exclusions).
- Assessment information (such as periodic teacher judgements on progress etc. and also examination results).
- Medical information (any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of that occurred in school).
- Behaviour (record of behaviour events associated with a child).
- SEN (record of any Special Education Needs along with associated observations, strategies and learning plans).
- Use of internet and ICT resources to ensure safe and appropriate use of resources.

Why we collect and use this information

We use the student data:

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

The lawful basis on which we use this information

We collect and use student information to meet legal requirements and legitimate interests set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the academy processes fulfils one of the following requirements from Article 6 of the GDPR:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where we process special categories of personal data we do so under obligations covered in

Article 9 of GDPR:

- the processing is necessary for reasons of substantial public interest.

Where the above do not apply the academy will seek consent for specific purposes in line with the following Article 6.1.a:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

This will be done in writing and will clearly define any other uses of personal information and ask for consent for each and every use.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you can opt out of providing information.

Storing student data

Staples Road Primary School has a document retention policy which adheres to the requirements of relevant legislation. This policy has a schedule that states how long files should be retained and furthermore, when and how they can be destroyed. The document retention guidelines adhere to the fifth principle of GDPR that states personal data shall be;

“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals”

For full details of the retention policy, please refer to the school's website.

Who we share student information with

We routinely share student information with:

- schools/other educational establishments that the students attend after leaving the academy;
- our local authority;
- the Department for Education (DfE);
- the NHS.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share student data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 the 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;
- 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, parents have the right to request access to the information that we hold in relation to them or their child. To make a request for your personal information, or be given access to your child's educational record, contact office@srps.efspt.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations.

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

Contact

If you would like to discuss anything in this privacy notice, please contact office@srps.efspt.org and it will be passed on to the Data Protection Officer for a response.