

## **Appendix 4**

### **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### **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)**

Much of the data about pupils in England goes on to be held in 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.

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

### **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

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

## Appendix 5

### Clarendon Primary School, Nursery & Family Centre



Headteacher  
Mr William Neale

*'Doing our best to achieve our best'*

Knapp Road  
Ashford  
Middlesex  
TW15 2HZ  
Tel: 01784 253379  
Fax: 01784 421745

[clarendonschool@googlemail.com](mailto:clarendonschool@googlemail.com)

#### PHOTOGRAPHIC IMAGES OF CHILDREN - CONSENT FORM

Child's name: \_\_\_\_\_ Child's class: \_\_\_\_\_

To ensure that we comply with the new Data Protection Bill (GDPR) 2018, we need your permission to photograph or make any recording of your child during their time at Clarendon.

The table below shows the different ways your child's image/name may be used. Please tick and initial to confirm your consent or otherwise for each sub-section, sign and date the form and return it to the school office as soon as possible.

What	Where	Yes	No
Use of your child's image or name	In school <i>e.g. on display boards, in class and around the school</i>		
Your child's name and/or image <i>NB. They will be unidentifiable by full name and photograph combined unless agreed in advance with an adult who holds parental responsibility</i>	School publications <i>e.g. newsletter, DVD, school prospectus</i>		
Your child's name or image <i>NB. They will be unidentifiable by full name unless agreed in advance with an adult who holds parental responsibility</i>	School on-line publications <i>e.g. school website and the school's online prospectus</i>		
Your child being photographed, filmed or published on an external multi or social media page. <i>News media may publish pictures along with the child's full name, but the school will seek an undertaking that a child's name will not be used if their image is put on the newspaper's own website.</i>	External press/media <i>e.g. newspapers, television images and/or social media pages. (For example, used by a charity working with the school)</i>		

NB The school uses a range of external software applications for educational purposes. For example, TT Rockstars, Class DoJo, MyMaths, Purple Mash etc. These programmes ensure that children's names and passwords are stored on a secured database.

**Declaration:** I have read and understood the consent asked of me above, including my child's use of a range of external software applications used by the school. My decision on whether to give consent will remain valid throughout my child's time at Clarendon unless I notify the school in writing informing them that I wish to withdraw my consent. This can be done at any time. NB. Parents will also be given the opportunity to review this information annually.

I promise that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only and will not be uploaded to social media.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 6

### Notice to all visitors



*Doing our best to achieve our best*

## **Clarendon Primary School and Family Centre Welcomes All Visitors**

- In order to safeguard our children and staff all adults in school are supervised by a member of staff unless they have DBS Enhanced Clearance.
- All visitors need to sign in and out of school via our reception.
- A member of our Office Team will ask you to provide proof of identify, (e.g. photo ID) particularly if you are a new visitor to the school.
- You will be expected to wear a visitors badge at all times whilst on site and will be asked to record your car registration number if you have parked on site. *(N.B – This badge will also provide you with details of what to do if you are concerned about a child or member of staff in the school.)*
- If the fire alarm rings please leave the building at the nearest entrance and make your way to our evacuation assembly point at the front of the school.
- Please be aware that if you are a regular visitor, we may need to check your DBS clearance with your employer.
- Trainee Teachers, Supply Teachers, Volunteers will be subject to registration checks.
- In most cases our Office Team will be notified in advance of your visits; however please be understanding if they ask for more information from you.

*Thank you for visiting our school and for your co-operation in helping us to safeguard our school community by following these security checks.*

## Appendix 7

# Clarendon Primary School, Nursery School and Family Centre Privacy Notice for Supply, Consultants and Contractors

**Name of data controller:** Clarendon Primary School, Nursery and Family Centre  
Knapp Road  
Ashford  
Middlesex  
TW15 2HZ

**Name of our data protection officer:** Mrs Carol Foley

Under General Data Protection Regulations, (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with and for how long we keep it. This privacy notice, (also known as a 'fair processing notice') aims to provide you with this information. If any information is unclear, please contact the Data Controller. (Contact details are available above.)

### **The categories of information that we collect, hold and share include, but are not limited to:**

- Personal information, (such as name, address, national insurance number).
- Contact details and preference, (contact telephone numbers, email addresses, addresses).
- Characteristics, (such as ethnicity, religion, language, nationality, country of birth)
- The terms and conditions of your deployment with us including contractual terms.
- Details of your qualifications, skills, experience and employment history where required.
- Payment details where applicable.
- Information about your emergency contacts or associated procedure.
- Information about your entitlement to work in the UK.
- Information about your criminal record.
- Details of your schedule, (days of work and working hours) and attendance at work.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care, (including the use of Occupational Health Services)
- Photographs, (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We may also hold personal data about you from third parties, such as references supplied by former employers or service users, information provided during the completion of our pre-deployment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

### **Why we collect and use this information**

The purpose of collecting and processing this data is to help us run the school efficiently, including to:

- Fulfil our legal obligations in relation to Keeping Children Safe in Education.
- Develop all aspects of the school operationally.
- Inform our operational procedures.
- Allow better financial modelling, administration and planning.
- Provide references where requested.
- Allow us to fulfil or legal and contractual obligations.
- To assess the quality of our services.
- To comply with the law regarding data

### **The lawful basis on which we use this information**

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following subparagraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following subparagraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfil the obligations of controller or of data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation, (this includes religious, political or philosophical organisations and trade unions)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting Your Information**

Whilst the majority of information you provide to us is mandatory or related to our mutual contractual obligation, 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 your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Storing your data**

We create and maintain filing system related to these individuals. The information contained in these files is kept secure and is only used for purposes directly relevant to your deployment with us. Once your deployment with us has ended, we will retain this file and delete the information in it in accordance with the retention schedule outlined in our data protection policy.

We have data protection policies and procedures in place, which are regularly reviewed. (A copy of this policy is available on our school website.)

### **Who we share information with**

We routinely share supply, contractor and consultant information with appropriate third parties, including:

- The local authority – to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Your agency or employer regarding the service provided.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Our auditors, to ensure our compliance with our legal obligations.
- Security organisations – to create a secure school environment.
- Professional advisers and consultants – used to help us to develop our service.
- Police forces, courts, tribunals.
- Future employers – references.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Why we share your information**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. The majority of the information shared will be to manage the mutual contractual obligations in place around the services being provided.

### **Data collection requirements**

Our data collection requirements all relate to our legal and contractual obligations, for example contract clauses or the statutory 'Keeping Children Safe in Education Guidance'.

### **Requesting access to your personal data and your Data Protection Rights**

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Controller. (Contact details outlined above.)

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.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our data controller. (Contact details outlined above.)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 11.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data controller. (Contact details outlined above.)

## Appendix 8

### Family Centre Retention of Records

<b>Basic File Documentation</b>	<b>Retention Period</b>	<b>Action at the end of administrative life of the document, standard or secure disposal e.g. shred</b>
Family Centre Governance Meeting Minutes, (including reports from LA monitoring visits)	To be kept in line with the principles outlined above for Governing Body Meeting Minutes	Securely destroyed in accordance with current retention periods.
Family Case Files, (including legal documents such as non - molestation orders, eviction notices and child and family assessments from children's social care)	Kept indefinitely until further instructions are provided by the Local Authority. (This is following the independent enquiry into child sexual abuse (IICSA))	Securely destroyed in accordance with current retention periods advised by the Local Authority.
Family Centre Marketing and Services Material (e.g. timetables and leaflets)	3 years	Standard disposal
Family registration and family update forms	2 weeks	Shredded immediately once the data has been entered onto our e-start system
Crèche registration forms, request to access, booking forms for services/courses and any other forms used as an administrative function for the family centre.	3 years	Secure disposal e.g. shredding.

## Appendix 9 Letter templates

### DATA PROTECTION ACT 2018 – SUBJECT ACCESS REQUEST

Dear \_\_\_\_\_

Thank you for your request which we received on\_\_\_\_\_. Your request falls under the Data Protection Act 2018 as your request is for personal information concerning your child.

*We do take the handling of personal data seriously and we ask you to please provide two proofs of ID such as a copy of your passport/birth certificate and a copy of proof address such as a utility bill. This is to ensure that we are sending personal data to the right individual.*

In order for us to process your request efficiently, it would be most helpful if you can specify the date range that you require information for and any particular information that you require. As you can understand there is a large amount of information held and we wish to ensure that you are supplied with the relevant information.

On receipt of the above ID we will process your request within the one month statutory reply period.

Yours Sincerely,



Dear

**RE: YOUR REQUEST UNDER THE DATA PROTECTION ACT 2018**

Thank you for your subject access request dated XXXX. Subject access requests are for personal data about the requester that is focused on the requester. It is for data/information and not the documents in which the data/information is found.

You have been quite specific in your request, which was for the following information held by the school:

**STATE REQUEST**

We searched our relevant systems to locate data within the scope of your request. The data retrieved was reviewed by the Senior Management to ensure it was your personal data.

- I confirm that we are processing the personal data specified in your request.

I enclose with this letter a copy of the document/s specified in your request.

We have redacted any reference to third parties where applicable and where we owe a duty of confidentiality.

I hope that the information attached satisfies your request.

If you are unhappy with the contents of the information provided, its accuracy or retention, or with the handling of your request, then you should raise this by writing to the Chair of Governors.

If, following this, you are not satisfied by the School's response to your complaint, you have the right to apply to the Information Commissioner for a decision. The Information Commissioner will normally expect you to have exhausted our complaints procedure. The Information Commissioner can be contacted at the Cheshire address below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

We supply this information based on your original request. Please do not hesitate to contact me at the above address, should you have any queries regarding the information enclosed.

Yours sincerely,

Headteacher