

PRIVACY NOTICE

School Transition Portal



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation.

What is the purpose of this notice?

Oakwood Primary Academy collects pupil information during their time at our school. There is a privacy notice available for the general processing of pupil information.

Information that we collect to ensure that all children are receiving an education, are making good progress, are safe and their welfare is supported, can be essential to assisting a smooth and successful move to secondary school. This notice, sets out what we do with information during the transition process.

How do we obtain this information?

This data is collected in a number of ways but namely via the Local Authority, Department for Education (DfE), registration forms and other information supplied by parents, secure links with other School's Information Management System, daily attendance registers and other school records.

Information sharing

When a child is moving to secondary school it is important that the school they are moving to receive a sufficient amount of information, to support pupils to succeed. It is important for secondary schools to receive this information in a timely and efficient way, so that they can be well prepared to meet the needs of all children during the transition period and as soon as they start in year 7.

To achieve this we share information about your child with their allocated secondary school as soon as their place is confirmed. As part of a city-wide improvement plan, this information is shared via an online portal provided by a company called Schools Transition Ltd.

The information we are sharing is:

- Personal identifiers for your child (such as name, unique pupil number, date of birth)
- Ethnicity
- Nationality, country of birth
- Home Language and EAL
- Free school meal eligibility
- Pupil Premium
- Looked After Child status
- Service child status
- Young carer status
- SEND provision and support
- Safeguarding information, including Social Worker contact
- Medical status, including any individual health plans
- Behaviour information
- Vulnerability status and reasons
- Adoption status
- Academic levels and details
- Any Access Arrangements; Reader, Scribe, Extra Time
- Attendance information

This information will only be used by secondary schools to support children's move to their school. Information shared will facilitate communication between schools to support the transition planning process. There is a Data Processing Agreement in place with School Transition Ltd which means they do not do anything with the information that is not set out in the agreement. They do not routinely use the data, however, may need to access this for support purposes only.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Special categories of personal data

We will only process special categories of data (also known as sensitive data) about your child where we are legally obliged to do so or are authorised to do so in law. Where we process your child's special categories of data via the Schools Transition portal, where applicable, additional safeguards, as described in our Appropriate Policy Document – Special Category Data, will be in place to protect your information.

What is the Lawful basis for sharing the information?

The information is being shared under the Data Protection Act lawful basis of:

➤ Public Task

- SEND and safeguarding information necessary to support transition
 - Keeping children safe in education 2022 (publishing.service.gov.uk)
 - Working Together to Safeguard Children 2018 (publishing.service.gov.uk)
 - SEND_Code_of_Practice_January_2015.pdf (publishing.service.gov.uk)
- Disability Information not in relation to a SEND
 - Equality Act 2010 (legislation.gov.uk) (but only for disabilities that the act applies to)

- Legitimate Interest where the sharing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

What is the additional condition for sharing special category data?

Health information in relation to SEND or Disabilities to which the Equality Act 2010 applies

- GDPR Article 9(2)(g) processing is necessary for reasons of substantial public interest. The associated condition for processing is:
 - Data Protection Act 2018, SCHEDULE 1, PART 2 paragraph 6 *Statutory etc and government purposes*

Any other health information or ethnicity

- GDPR Article 9(2)(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

How long do we keep children's data?

- Information processed through the portal is deleted on 31st October of the year that the pupil is in year 7.
- If a pupil's destination school changes after their original place has been confirmed, access to the pupil data is removed and reassigned to the new destination school.
- If a pupil leaves our school, we will remove the pupil from our school view. Their information will still be available to their destination secondary school.

Principles for sharing personal information

In order to ensure that children continue to attend school, receive an education and feel supported and ready to start secondary school, we will need to collect and use personal information about them.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect your child and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

Your child's rights

Your child has certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via privacy notices such as this.
- The right of access to any personal information the school holds about them.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. They have the right to have their personal data erased unless we are processing their data on the basis of a legal obligation or for the purposes of a public task.
- The right to restrict processing. They have the right to the suppression of their personal data. We can retain just enough information about them to ensure that the restriction is respected in future.
- The right to data portability. Depending on the basis of our processing we can provide them with their personal data in a structured, commonly used, machine readable form when asked.
- The right to object. This is dependent on the purpose and basis for our processing.
- They have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Processing information for other reasons

We may need to process or share information for a legal reason, outlined in the Data Protection Act, which is not related to School Transition sharing, for example to protect a child;

Information will only be shared where we have a lawful basis for doing so.

Details of transfers to third country and safeguards

Pupil personal and sensitive data will only be stored and processed on servers based within the United Kingdom.

Data Controller

Oakwood Primary Academy is registered as a data controller with the Information Commissioner's Office (registration number: ZA240694).

For any concerns or enquiries, please contact: our Data Protection Officer, Liz Easterbrook in writing at Finance, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, by telephone on 01752 398380 or by email at dataprotectionofficer@plymouth.gov.uk

Information Commissioners Office

If you remain dissatisfied with the way we have handled or shared your personal data you have the right to raise a complaint with the Information Commissioner's Office. They can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>