

PERSONAL CATEGORY DATA COLLECTED BY SCHOOLS UNDER THE LAWFUL BASIS OF A 'PUBLIC TASK'					
PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
Personal information: <ul style="list-style-type: none"> Names Address Unique Pupil Number Sex Date of birth 	Public Task	<ol style="list-style-type: none"> The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 The Education (Information about pupils) (England) Regulations 2013 	<ol style="list-style-type: none"> Department for Education LA and other external agencies Staff on a 'need to know' basis. 	<ol style="list-style-type: none"> School Census To support children's education and development in school 	Paper file -length of time at the school. Electronically until pupil attains 29 years
Characteristics: <ul style="list-style-type: none"> Nationality Ethnicity First language and other languages spoken Eligible for Free School Meals 	Public Task	<ol style="list-style-type: none"> The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 The Education (Information about pupils) (England) Regulations 2013 	<ol style="list-style-type: none"> Department for Education LA Staff on 'need to know' basis 	School census & funding allocation	Paper file -length of time at the school. Electronically until pupil attains 29 years
Medical information: <ul style="list-style-type: none"> Current medical conditions Disability Educational Health Care Plan 	Public Task	<ol style="list-style-type: none"> The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 Section 100 Children and Families Act 2014 and DfE Supporting pupils at school with medical conditions (2014) Equality Act (2010) 	<ol style="list-style-type: none"> Department for Education LA and other external agencies Staff on 'need to know' basis School catering company 	<ol style="list-style-type: none"> School Census Support children with specific medical needs and disabilities and meet obligations under the Equality Act (2010) 	Paper file -length of time at the school. Electronically until pupil attains 29 years
Family circumstances: <ul style="list-style-type: none"> Service child Traveller Residency status Refugee/asylum seeker Currently or ever Looked After Child 	Public Task	<ol style="list-style-type: none"> The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 The Education (Information about pupils) (England) Regulations 2005/2013 	<ol style="list-style-type: none"> Department for Education LA Staff on 'need to know' basis 	<ol style="list-style-type: none"> School Census To support children's education and development in school 	Paper file -length of time at the school. Electronically until pupil attains 29 years

PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
Attendance records: <ul style="list-style-type: none"> Attendance registers Exclusions Absences: authorised and unauthorised including correspondence 	Public Task	<ol style="list-style-type: none"> The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2014) 	<ol style="list-style-type: none"> Department for Education LA and other external agencies Educational Welfare Services 	School Census	Paper file -length of time at the school. Electronically until pupil attains 29 years
Educational data and information: <ul style="list-style-type: none"> School Reports Test/exam results Attainment Levels Special Education Needs and related correspondence Learning support provision Educational Health Care Plan 	Public Task	<ol style="list-style-type: none"> The Education (Information about pupils) (England) Regulations 2013 The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order SEN Children and Families Act 2014 Education Acts 1966 & 2006 	<ol style="list-style-type: none"> Department for Education LA and other external agencies School staff on 'need to know basis' 	<ol style="list-style-type: none"> School Census To support children's education and development in school 	Paper file -length of time at the school. Electronically until pupil attains 29 years
Safeguarding information: <ul style="list-style-type: none"> Child Protection Concerns Child Protection plan Parental responsibility 	Public Task	<ol style="list-style-type: none"> Section 175 of the Education Act Keeping Children Safe in Education (2016) Working together to safeguard children (March 2015) 	<ol style="list-style-type: none"> LA and external support agencies Staff on 'need to know' basis 	<ol style="list-style-type: none"> Fulfilment of statutory safeguarding duties 	Length of time at the school then transferred to next school.

PERSONAL DATA COLLECTED BY SCHOOLS UNDER OTHER LAWFUL BASES					
PERSONAL DATA	LAWFUL BASIS (ARTICLE 6)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
Medical information: <ul style="list-style-type: none"> • Doctor's contact details • Medical history • Relevant family medical history 	<ol style="list-style-type: none"> 1. Legitimate Interest 2. Vital Interest 	Not applicable	<ol style="list-style-type: none"> 1. Staff on a need to know basis 2. External agencies 3. Relevant medical staff (Doctors, ambulance personnel, hospital staff) 	<ol style="list-style-type: none"> 1. To ensure child receives the right support at school 2. In the event of an emergency where staff are required to pass information on to medical staff (loco parentis) 	Paper file -length of time at the school. Electronically until pupil attains 29 years
Educational & Social Developmental information (Pre-School): <ul style="list-style-type: none"> • Physical & developmental history e.g. speech, hearing, walking sight etc • Pre-school contact with any external support agencies • Social or emotional problems • Carer for other family members • Details of pre-school placement • Details of pre-school SEN status 	<ol style="list-style-type: none"> 1. Legitimate Interest 	Not applicable	<ol style="list-style-type: none"> 1. External agencies 2. Staff on 'need to know' basis 	<ol style="list-style-type: none"> 1. To support the transition of children into primary school from a pre-school setting. 	Up to 6 months after pupil starts at school.
Educational & Social Developmental information at current setting: <ul style="list-style-type: none"> • Contact with external agencies • Behaviour support • Records of major breaches of school policy. 	<ol style="list-style-type: none"> 1. Legitimate Interest 	Not applicable	<ol style="list-style-type: none"> 1. External agencies 2. Staff on 'need to know' basis 	<ol style="list-style-type: none"> 1. To provide appropriate on-going support for a child educationally, socially and emotionally. 	Paper file -length of time at the school. Electronically until pupil attains 29 years
Photographs and videos of pupils	'Consent'	Not applicable	<ol style="list-style-type: none"> 1. Current parents 2. Prospective parents 3. Public via website 4. Press 	To celebrate children's achievements	Time pupil is at the school. Where consent has been given for use on the web/by the press in perpetuity.

SPECIAL CATEGORY DATA COLLECTED BY SCHOOLS					
SPECIAL CATEGORY DATA	LAWFUL BASIS (ARTICLE 9)	LEGISLATION	WHO WE SHARE IT WITH	WHY WE SHARE IT	RETENTION PERIOD
Personal information: <ul style="list-style-type: none"> Ethnic origin 	9(2) (b) – for the purpose of carrying out the school’s legal obligations	The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments of 2010/2011/2013 Equality Act (2010)	Department for Education LA	School Census	Paper file -length of time at the school. Electronically until pupil attains 29 years
Medical history and current information: <ul style="list-style-type: none"> Current medical conditions Disability Doctor’s contact details Medical history Relevant family medical history 	9(2) (a) (b) (c) and (d) – to protect the vital interests of a child and to support the school’s legitimate activities to provide appropriate support to individual children	Section 100 Children and Families Act 2014 Supporting pupils at school with medical conditions Equality Act (2010)	Staff and other external agencies on ‘need to know’ basis	To provide the right level of support to a child within an educational setting and to provided relevant information in the case of a medical emergency (loco parentis)	Paper file -length of time at the school. Electronically until pupil attains 29 years
Educational & Social Developmental information: <ul style="list-style-type: none"> Physical & developmental history e.g. speech, hearing, walking sight etc. Past and on-going social and/or emotional problems 	9(2) (d) – to support the schools legitimate activities.		1. Staff on ‘need to know’ basis External agencies		Paper file -length of time at the school. Electronically until pupil attains 29 years

Pupil Files: Each pupil has an individual pupil file which is created when they are admitted to school. This file is transferred with them as they progress through the Education system and is then retained by their final schools for 25 years from their date of birth, after which it is securely destroyed.

Appendix B: A SUMMARY AND EXPLANATION OF OUR 'LEGITIMATE INTERESTS' IN REQUESTING THIS DATA

The majority of the data that we are required to collect from you when your child becomes a pupil at our school is covered by our legal obligation as a public body and is defined as our 'public task'. This is because we are legally required to pass this data on, in the form of a 'School Census' to the Department for Education (DfE) and our Local Authority (LA). However, in addition to this, we ask for other information from you that we are not required to pass on or report to either the DfE or the LA. We ask for this data in order to ensure that we can give your child all the support that they need whilst they are a pupil at our school and contact and communicate with you, as their parents, effectively.

Legally, we are still required to provide you with our 'lawful bases for collecting this data. There are two lawful bases that we have applied, depending on the nature of the data; the first is our 'legitimate interests' and the other our 'vital interests'.

The table below details that data, what our 'legitimate interests' and 'vital interests' are and the consequences of you not supplying that data, to help you understand our need for it in a practical way.

You can find out more information about the General Data Protection Regulations by visiting our website or asking for an information pack from the school office.

Alternatively, you can obtain information from the Information Commission's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Please note that you have the 'Right to Object' to our use of this data. What this means is that if you have any objection to the way that we are processing this data, on "grounds relating to your particular situation" we must stop processing the data unless we can demonstrate compelling reasons why we should continue.

If you have any questions about how this data is used, please contact Mrs Beaumont (Admin and Finance Officer), who is the member of staff we have appointed to oversee our data protection responsibilities. She can be contacted by email at admin@ludgershallcastle.wilts.sch.uk or by calling the school office, or by contacting our Data Protection Officer, Mrs Beer, who can be contacted on 01980 607007.

ADDITIONAL DATA NOT REQUIRED AS PART OF OUR PUBLIC TASK	WHAT IS OUR LEGITIMATE INTEREST?	WHAT IS OUR VITAL INTEREST?	WHAT HAPPENS IF I DO NOT SUPPLY THIS INFORMATION?
<p>Medical and developmental information requested when joining this school::</p> <ul style="list-style-type: none"> • Doctor’s contact details • Medical history • Relevant family medical history • Physical & developmental history e.g. speech, hearing, walking, sight etc • Pre-school contact with any external support agencies • Social or emotional problems • Carer for other family members • Details of pre-school placement • Details of pre-school SEN status 	<ul style="list-style-type: none"> • We require this information in order for us to fully support your child to the best of our ability. • Knowledge about the development milestones for your child and any support that they have received prior to attending our school will help us to assess and put in place the necessary support for your child whilst at our school. 	<ul style="list-style-type: none"> • Up to date medical information, including the contact details of your child’s GP, is vital in the event of any emergency during school hours where we are unable to contact you prior to treatment being administered. 	<ul style="list-style-type: none"> • Unless we are made aware of all relevant information concerning your child, as requested, (e.g. relevant developmental history and/or additional support that your child might have received prior to joining our school) we will lack the necessary information we need to ensure that we provide the correct support from the moment your child joins our school.
<p>Additional records maintained whilst a pupil at this school:</p> <ul style="list-style-type: none"> • Contact with external agencies • Behaviour support • Records of major breaches of school policy 	<ul style="list-style-type: none"> • To ensure that we have a full picture of your child’s development, both educationally and socially and to be able to communicate effectively with parents and other external agencies as required to ensure that appropriate support is provided. • To ensure that parents are kept informed of any concerns that the school might have regarding behavioural issues so that the school, parents and the pupil concerned can work together to resolve them. 	<p>Not Applicable</p>	<ul style="list-style-type: none"> • If we are not provided with information from external agencies that have either reviewed your child (even if you have initiated this independently) nor any information of support that has been provided by any external agencies, it prevents us from working in a coordinated manner to support your child. • If we do not maintain proper records regarding major breaches of school behaviour policy, we are unable to inform you properly, nor are we able to build up a picture that might help us to support each pupil as required.