



## Data Sharing Policy

From the 25th May 2018 the General Data Protection Regulation (GDPR) has been applicable and the current Data Protection Act (DPA) will be updated by a new Act.

### Who we share data with and why:

#### Department for Education (DfE).

We are required to share information about our pupils with our local education authority (LEA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.)

Some of this information is then stored in the National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so, and it is in compliance with GDPR

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 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.

If you need more information about how the local authority and/or DfE collect and use your information, please visit:

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

#### Local Authority

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to: produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the school/LEA if this is what they wish.

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### **Local Authority – social services**

In order to comply with our statutory safeguarding duties, we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

### **Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies**

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

## **OTHER SYSTEMS USED BY THE SCHOOL WHERE PERSONAL DATA IS SHARED**

### **Photographs**

As part of our recording of events, celebrations and achievements, Footsteps may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and website(s), by the school, Local Authority (LEA), local newspapers and other approved partners, such as the charities.

Photography and/or filming will only take place with the permission of the Principal and under appropriate supervision. When filming or photography is carried out by the news media, children may be named but home addresses will not be disclosed. Images that might cause embarrassment or distress will not be used, including images associated with material on sensitive issues.

When a student joins the school, parents are asked to indicate whether they are happy for photographs of their son/daughter to be used on school, local authority or press websites; inside school only; or do not want any photographs of their son/daughter to be published at all.

### **Retention Periods**

Personal data will be retained by the school in accordance with our Data, Records, and Document Retention Policy.

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