

Burnley Brow Community School - Pupil Data Information

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to, how long we keep it for and when we will delete / destroy it. This relates to any data we hold – whether on paper on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it.

Please note: we will endeavour to inform you in a timely manner of any changes.

If you require translation or support with this document please contact the school office.

Registration Information					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Nursery waiting list	Name D.O.B Address, Telephone, Ethnic/cultural details	To enable allocation of nursery places	All Staff (Where Necessary)	Entered directly into School's Information Management System (SIMS)	Held on file throughout child's time at school Computer retains copy of records in 'archive'
Registration / Admissions Data Changes to contact information	Name D.O.B. Address Telephone Medical Issues Parent / carer details School history, Ethnic/cultural details, Welfare details	Legally required for admission to school Well-being of your child Communication	All Staff (Where Necessary)	Initially completed on paper then entered into School's Information Management System (SIMS) Data collection form kept in office	Held on file throughout child's time at school Sent to new school via CTF Hard copy kept for academic year then shredded Computer Retains Copy of Records in 'Archive'

Attendance Data

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Attendance Records	Name, class, attendance status, reason for absence	Legal requirement Well-Being of Your Child Safeguarding Communication	All Staff (Where Necessary)	Manual register entered into School's Information Management System (SIMS) Manual daily list kept of absence, lateness and reasons	Manual records kept in school office for academic year Manual copies retained in archive for 3 years Computer retains copy of records in 'archive'
Summary of correspondence relating to attendance	Name, Needs/concerns Count of letters sent, Headteacher and educational welfare involvement, Notes	Legal requirement Well-being of your child Safeguarding Communication	Office staff, Headteacher, Education Welfare Officer	Summary saved in secure office network and hard copy kept in attendance file in office	Updated when required, old version shredded immediately. Computer copy overwritten
Extended Holidays	Name, class, holiday dates, copies of travel documents, data collection sheet, registration certificate from SIMS	Legal requirement Well-being of your child Safeguarding Communication	Office staff, Headteacher, Education Welfare Officer	Paper records and summary kept in manual file in office	Retained for current year +2 then shredded

Tests and Assessment Data

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SAT's Results	Key Stage 1	Legally required to	All Staff	Data for the DfE is	Held on file in school

Internal Assessments & Tests	Key Stage 2 Weekly Assessments (Tests)	provide some data to the Department for Education	(Where Necessary)	electronically held in SIMS	SATs results passed onto new school when moving
Foundation Stage	Phonics Testing EYFSP	To identify strengths and weaknesses, so teaching can be made more personal		Teachers own test results are held in their assessment files (paper) or electronically Assessment data held in Target Tracker computer programme	Computer retains copy of records in 'archive'

CCTV

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Video recordings of school playground and entrances	All Visitors To the School	Security of Staff and Pupils, reduce Insurance Claims and Costs to the School	Headteacher, office staff	Recordings are held electronically in the school, on the CCTV master system	Recordings are automatically deleted every 14 days

Social Media

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Website (Twitter & Facebook updates contain no identifiable personal data)	School/class events and activities, photographs, videos (When permission has been granted)	Communication	All staff, parents, wider community	Internet	Items are over-written / deleted as information is updated

Consent Information

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Local Visits – permission to participate	Name, class, permissions granted, details of specific instructions, parental signature to indicate consent	Safeguarding, health & safety, communication	All Staff (Where Necessary)	Consent letters completed by parents, copies kept in school office for current year	General permissions updated annually, previous versions shredded after one academic year
Visits by transport – permission to participate					
Photography & video images – permission for images of child and work to be electronically published					
Permission for specific trips via coach	Name, class, trip information, parental signature to indicate consent		Class teachers	Class teachers keep then pass to office after trip has been completed	Shredded after trip if no incident occurred
Clubs	Name, class, permission	Safeguarding, health & safety, communication	All staff (where necessary)	Paper copies kept in office and register completed	Copies shredded when club ended
Walk home alone (Year 5 & 6)	Name, class, permission	Safeguarding, health & safety, communication	All staff (where necessary)	Paper copy kept in office, note input in SIMS, class teachers have register	Copies shredded at end of academic year Computer retains copy of records in 'archive'

Medical

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
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Asthma Register	Name, class	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	<p>Data collection form completed by parent, information entered into School's Information Management System (SIMS)</p> <p>Data collection form kept in office</p> <p>Hard copy of register held by class teacher</p>	<p>Records held throughout child's time at school</p> <p>Computer retains copy of records in 'archive'</p> <p>Hard copy data collection form kept for one school year then shredded</p> <p>Class teacher copy kept in classroom and passed on to new class / shredded</p>
Allergy Register	Name, photograph, class, details of allergy	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	<p>Initially completed on paper (Data collection form) then entered into School's Information Management System (SIMS)</p> <p>Data collection form kept in office</p> <p>Hard copy held by class teacher, SLT, kitchen staff, copy kept in first aid room</p>	<p>Records held throughout child's time at school</p> <p>Computer retains copy of records in 'archive'</p> <p>Hard copy data collection form kept for one school year then shredded</p> <p>Class teacher copy kept in classroom and passed on to new class / shredded</p>

Health care plan / administration of medicine details	Name, D.O.B, class, details of health care plan	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	Health & Safety file and in individual classrooms where necessary	Retained for DOB + 25 years then shredded
PEEPS	Name, D.O.B, class, details of personal emergency egress plan	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	Health & Safety files	Reviewed and updated annually. Records held throughout child's time at school.
First Aid Records	Name, date, class, treatment, first aider	Legal, health & safety requirement, safeguarding, communication with home	All Staff (Where Necessary)	First Aid file	Retained for DOB + 25 years then shredded

Pupil Observation Records

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Behaviour Logs	Name, class, details of incident	Health & safety requirement, safeguarding	Class teacher	File in classrooms	Shredded at the end of the academic year
Incident files	Name, class, details of incident	Health & safety requirement, safeguarding	Class teacher, Senior Leadership Team	File in Deputy Headteacher's office	Archived annually
Foundation Stage Assessments	Learning journeys including photographs Progress data	Monitoring progress To identify strengths and weaknesses, so teaching can be made more personal	Class teacher, SLT	Manual copy in classroom and electronic copy of teacher laptop	Passed to new class teacher when child enters year 1 then given to parents at end of year

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Cause for concern documents	Name, D.O.B, address, details of concern and action proposed/taken, agencies involved	Safeguarding	Child Protection Team (Headteacher, Deputy Headteacher, Assistant Headteachers, SENCO)	Paper copies stored securely in Headteacher's office	Shredded or passed on to new school when moving (dependent on level of concern)
Safeguarding documents (internal/external agencies)					Passed on to new school when moving

SEN Data

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SEN File - manual	Name, class, academic and SEN information including reports from outside agencies	To enable class teachers to meet child's needs	Class teacher	Locked cabinet in classrooms	Retained in classroom for academic year then passed to new class teacher each year. Passed on to new school when moving (when attendance confirmed)
SEN File - computerised			Headteacher & SENCO	Secure SEN computer drive (only accessible in school) SEN status input in SIMS	Computer retains copy of records in 'archive'
Previous SEN register			SENCO	Locked cabinet in	Archived annually

				Management Room	
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School Meal Records					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Register of meals taken	Name, class, meal taken, dinner money owed (where applicable)	To order meals with kitchen, LA returns, statutory returns, financial records	All staff (where necessary), LA, Department for Education	Information held in spreadsheet on office computer	Registers retained securely for current year + 3 years (FSM current year + 6 years)
Free School Meal List from LA	Name, date of birth, eligibility	To update school records, LA returns, statutory returns, financial records	All staff (where necessary), LA, Department for Education	Information obtained from Oldham Council's Free School Meal Checker, copy retained in office	Archived annually. Retained for 6 years

Additional Statement : *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. We will provide information about these as they occur.*