



## Hodge Clough Primary 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

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/electronic daily list kept of absence, lateness and reasons	Manual records kept in school 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
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Tests and Assessment Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SATS results Internal Assessments & Tests Foundation Stage	Key Stage 1 Key Stage 2 Weekly Assessments (Tests) Phonics Testing EYFSP	Legally required to provide some data to the Department for Education To identify strengths and weaknesses, so teaching can be made more personal	All Staff (Where Necessary)	Data for the DfE is electronically held in SIMS Teachers own test results are held in their assessment files (paper) or electronically Assessment data held in Classroom Monitor computer programme	SATs results passed onto new school when moving 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	The Recordings Are Held Electronically in the School, On The CCTV Master System	Recordings are Automatically Deleted Every four Weeks

Social Media					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Website ( Facebook updates contain no identifiable	School/class events and activities, photographs, videos (When	Communication	All staff, parents, wider community ( can observe general page	Internet	Items are over-written / deleted as information is updated

personal data)	permission has been granted)		on FB)		
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**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	General permissions given for the duration of attendance at Hodge Clough.
Photography & video images – permission for images of child and work to be electronically published					
Permission for specific trips via coach, minibus, private cars	Name, class, trip information, parental signature to indicate consent		All staff (where necessary)	staff keep then pass to office after trip has been completed	Confidential waste 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 confidential waste when clubs 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 confidential waste at end of academic year Computer retains copy of records in 'archive'

**Medical**

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Asthma Register	Name, class	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	Data collection form completed by parent,	Records held throughout child's time at school Computer

				information entered into School's Information Management System (SIMS) Data collection form kept in business managers office Hard copy of register held in First Aid rooms	retains copy of records in 'archive' Hard copy data collection form kept for one school year then shredded Class teacher copy kept in classroom and passed on to new class / confidential waste
Allergy Register	Name, photograph, class, details of allergy	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	Initially completed on paper (Data collection form) then entered into School's Information Management System (SIMS) Data collection form kept in office Hard copy held by class teacher, SLT, kitchen staff, copy kept in first aid room	Records held throughout child's time at school Computer retains copy of records in 'archive' Hard copy data collection form kept for one school year then shredded Class teacher copy kept in classroom and passed on to new class / confidential waste
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)	First Aid rooms	Retained for DOB + 25 years then confidential waste
PEEPS	Name, D.O.B, class, details of personal emergency egress plan	Legal, health & safety requirement, safeguarding	All Staff (Where Necessary)	Health & Safety files	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 confidential waste

Pupil Observation records					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Behaviour Logs	Name, class, details of incident	Health & safety requirement, safeguarding	staff	CPOMS	Records held throughout child's time at school.
Incident files	Name, class, details of incident	Health & safety requirement, safeguarding	staff	CPOMS	Records held throughout child's time at school.
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 Classroom Monitor	Nursery passed to new class teacher when child enters Rec then given to parents at end of year. Rec passed to new class teacher when child enters Y1 then given to parents at end of year.
Years 1 to 6	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 Classroom Monitor	Kept on Classroom Monitor. Records held throughout child's time at school.

Safeguarding data					
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, Attendance Officer Staff where necessary	CPOMS	Records held throughout child's time at school.
Safeguarding documents (internal/external agencies)					Passed on to new school when moving

SEN Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SEN File – manual and electronic files on First Class	name, class, academic and SEN information including reports from outside agencies	To enable class teachers to meet child's needs	staff	Senco office and First Class-as appropriate copies 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)
Previous SEN register			SENCO	Locked in cupboard	Archived annually

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.**