Attendance Matters Limited

**GDPR Policy 2020**

Review date: May 2021

**Background:**

The General Data Protection Regulation (GDPR) came into force on 25th May 2018 and was designed to strengthen and unify the safety and security of all data held within an organisation.

**Our Commitment:**

Attendance Matters Ltd is committed to the protection of all personal and sensitive data for which it holds responsibility.

**Data Protection Officer:**

Our designated Officer and Information Controller responsible for Data Protection compliance is Liz Lowther. However, all employees exercise a personal duty.

**Training:**

Employees of Attendance Matters are trained annually in the principals, legal aspects, and the practice of GDPR.

**Notifications:**

Our data processing activities are registered with the Information Commissioner’s Office (ICO) under registration number ZA062275.

**Personal and Sensitive Data:**

All data within the company’s control is handled in compliance with legal requirements and access to it will not breach the rights of the person(s) to whom it relates.

Breaches of personal or sensitive data will be notified to the Information Controller, individuals concerned and the ICO.

Any breaches will be reported in writing to the Information Controller detailing date when occurred, what was breached, how it was breached and any other relevant issues including action immediately the breach was identified.

A record of any personal data breaches, regardless of whether we are required to notify, will be maintained.

**Legal Basis:**

All information held will be in respect of securing or improving a child’s school attendance as required by the Education Act 1996 or in relation to child protection or safeguarding as identified in the Children’s Act 1989 and subsequent amendments including the Children’s Act 2004.

**Information We Collect:**

* Attendance information (such as sessions attended, number of absences and absence reasons)
* Personal information (such as name, date of birth, address, parent’s name, address and date of birth, sibling details)
* Previous convictions (in relation to unpaid penalty notices or prosecutions under sections 444 and 4441a of the Education Act 1996)
* Safeguarding information such as status and professionals currently involved

**Why we use this information:**

* To monitor and report on pupil’s attendance
* To support a parent in fulfilling their statutory duty
* To monitor and report on pupil progress
* To provide appropriate pastoral care
* To be used as evidence to secure a prosecution under the Education Act 1996
* Safeguarding

**Information we hold:**

We hold information in the form of:

* Diary sheets
* Letters
* Court papers
* Penalty notices
* Attendance certificates
* Safeguarding information

Most of these documents contain attendance information (such as sessions attended, number of absences and absence reasons) and details of one or more of the following: a child’s name, date of birth, address, siblings, school attended and also parent’s name and address and parent’s phone number.

**Information Source:**

The information is obtained either directly from a parent (as defined under s 576 Education Act 1996), pupil, a school or another official agency such as a Local Authority.

If you believe that any information we are holding on you is incorrect or incomplete, please email as soon as possible [liz@attendancematters.org](mailto:liz@attendancematters.org). We will promptly correct any information found to be incorrect.

**Communicating privacy information:**

When we collect personal data we will provide details of who we are, how we intend to use their information, the lawful basis for processing the data, the data retention period and the individual’s right to have access to the information.

**Who we share information with:**

We do not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

* Schools that the pupil or pupils attend
* Our local authority
* Other local authorities
* School nursing service

**[Keeping your information up-to-date:](https://www.nspcc.org.uk/privacy-policy/)**

To make sure we always have the most up-to-date information about how to contact you, we may also, from time to time, update your records to reflect any changes to your personal information.   
  
This information may come directly from you, or it may come from a third party that we consider is legitimate and trustworthy.

We may also combine the information you provide us with information we collect from trusted third parties. These third parties include: schools, the local authority, social services and health professionals.

**Consent:**

The information collected is used to carry out a service for schools and academies. There is a lawful reason for processing this information and therefore consent is not required.

**Information Audit:**

An audit of the information we hold will be conducted on 5th October 2020 which will allow us to document what data we hold, where it came from and who we share it with.

**Data Protection Impact Assessment:**

An assessment of the information we hold will be conducted on 5th October 2020 which will allow us to assess what data we hold, where it came from and the impact if the security of the information was compromised.

**Fair Processing:**

We shall be transparent about the intended processing of data and communicate these intentions via notifications to staff, school staff, parents and pupils prior to the processing of an individual’s data.

Parents will be notified of the intention to share data relating to individuals to an organisation other than the school in which the child attends or the LA.

## Security: We are committed to ensuring that the information we hold is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

**Subject Access Request:**

All individuals whose data is held by us, have a legal right to request access to such data or information about what is held. We shall respond to such requests within 40 days and they should be made in writing to: Liz Lowther, Attendance Matters Ltd, Office M.08, Digital & Business Hub, Nelson Street, Grimsby, North East Lincolnshire, DN32 7DS.

A charge of £10 will be applied to process the request.

**Data Retention Period:**

All data relating to a child or family will be retained no longer than required.

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| Basic File Description | Data Prot Issues | Statutory Provision | Retention Period | Action at the end of the administrative life of the record | |
| Attendance register extracts/ pupil files/ diary sheets | Yes | Education Act 1996  2006 | Date of register + 3 years | Destroy  (If these records are retained electronically these will be destroyed at the same time) | If before, transfer to school pupil attended when file was produced |

**Data Disposal:**

All data held in any form of media (paper, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

**Origination May 2018**

**Reviewed May 2020**