

**Data Protection: guidance on transfer of pupil data to school nurses and other NHS colleagues.**

- 1) This updates guidance first issued via email in September 2005.
- 2) Schools should continue to pass information on pupils moving school, or changing home address, to the health contacts they have informed previously on a monthly basis, but must exclude personal data other than that needed to track the movement of children.
- 3) **Only** the following details can be passed to health colleagues: pupil's full name, date of birth, gender, current address with post code, plus
  - a) For new pupils, the Date of Admission with previous address or previous school attended & its address, and
  - b) For departing pupils, the Date of Leaving with new address or new school & its address, and
  - c) For pupils whose home address has changed, both their old and new address and the date of the change of address.
- 4) Health colleagues must **not** be given unnecessary personal data, namely: UPN, or status regarding Free School Meals, Transport, SEN, or At Risk / Child Alert.
  - a) When pupils move, this information is to be provided to the local authority only.
  - b) There may be circumstances regarding individual children where Health colleagues have or need this information, but it should not be provided simply because a child has moved.
  - c) Accordingly, if passing to health contacts the required information detailed in para. 3 above by means of a copy of the SA25 form, schools should photocopy the form either
    - i) with only the data in para. 3 completed or
    - ii) blocking out the unnecessary data mentioned in this paragraph (4).
- 5) If producing a report from your school's management information system for health colleagues rather than copying a SA25 form, the report must include **only** the data listed in para. 3 above. A report suitable for SIMS is available from the Schools ICT Services website – [www.schoolsict.co.uk](http://www.schoolsict.co.uk)
- 6) Any questions on this issue may be directed to  
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