

## **Pupil Privacy Notice**

### **Introduction to Privacy Notice**

This Privacy Notice is to help parents understand how and why we collect your child's personal information and what we do with that information. It will also explain the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this Notice please talk to the School Office Manager.

### **What is Personal Information?**

Personal information is data and information that the School holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like medical details, records of behaviour and examination results. The School may also record your child's religion or ethnic group. Photographs and video recordings of your child are also personal information.

### **How and why does the School collect and use personal information?**

We have set out below examples of the different ways in which we use personal information and where this personal information comes from. Our main reason for using your child's information is to provide your child with an education.

The admissions forms which you complete give us personal information about your child. We get information from your child, his / her teachers and other pupils. Your child's previous school or nursery also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information so that we can manage the school properly and safely.

### **What categories of information do we process?**

- admission data (such as date enrolled in school, details of previous school and any relevant attendance / other data obtained through the Common Transfer File, CTF file)
- personal identifiers and contacts (such as name, date of birth, gender and unique pupil number)
- contact information (such as contact details, address and communication log of all contacts with parents/carers)
- characteristics (such as ethnicity, nationality and language).
- entitlements (such as eligibility for free school meals and pupil premium)

- safeguarding information (such as court orders and professional involvement). We may need to report some of your child's information to the County Council, for example, regarding issues around your child's welfare.
- special educational needs or disabilities (including the needs, ranking and support provided)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements). Specific information about your child's dietary requirements and allergies is shared with the external catering company. We may need to share information about your child's health and wellbeing with the School Nurse and other medical professionals.
- attendance (such as sessions attended, number of absences, absence reasons, any previous schools attended and details of relevant contact made with parents/carers). We may need to report some of your child's information to the County Council, for example, regarding issues with attendance.
- assessment and attainment (such as key stage 1 and phonics results, Year 6 SATs results)
- behavioural information (such as rewards, exclusions, any relevant alternative provision put in place)
- permissions (for school trips, permission to walk home and collection information)
- operating clubs and activities (for example, in-house Wrap around care)
- use of images (such as photographs and videos) for use on the school's website, social media, school brochure or advertisements. We may also use photographs or videos for teaching purposes, to record a lesson.
- catering information (such as details of school meals requested and details of payments received from parents/carers). Information regarding meals selected is shared with the external catering company.
- leaving school (information will be shared with your child's next school through a Common Transfer File, CTF file). We may keep details of your child's address after they have left to send information (pupil reports or other documents).
- other professionals and external providers (such as the Management Information System provider, IT consultant, Insurers or the police). We may need to share information or our legal advisors if something goes wrong or we need support with an inquiry.
- cloud services; we may share data with third party "cloud servicing" for administrative and teaching purposes.

Please note this list is not exhaustive. If you have any questions please contact the School Office Manager.

### **Why we collect and use pupil information**

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to keep children safe (food allergies, or emergency contact details)
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE data collections, statutory inspections and audit purposes
- to communicate with parents/carers.

## **The School's lawful basis on which we use this information**

This section contains information about the legal basis that we are relying on when handling your child's information.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest

Less commonly, we may also process Pupils' data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 8 (1)(2) Recital (38)
- Article 6 (1)(a)-(f), and Article 9 (GDPR) – from 25 May 2018
- Article 5 (6) Principles – from May 2018

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **How we collect pupil information**

Pupil data is essential for our schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. Data is collected in the form of admission forms before enrolment and via Common Transfer File (CTF). In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for varying lengths of time depending on what the information is. Please see our Data Protection Policy for more information.

## **Who we share pupil information with**

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

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority – to meet our legal obligations
- The Department for Education (DfE)
- Agencies we commission to deliver services on our behalf
- Ofsted
- Health authorities including the school nurse
- Social Welfare Organisations
- Police forces, courts, tribunals
- Professional bodies

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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

#### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact Mrs Dawn Shilston, Head teacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

If you require further information you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact the School Office Manager via the School Office 01295 263324